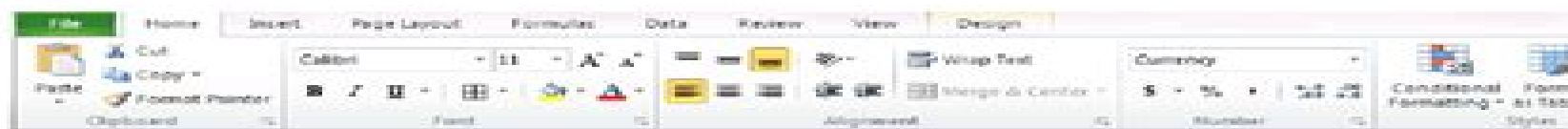


Beginners Excel Practice Exercise: Data Entry and Tables



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5	Mark, Katharine	\$4,752.00	\$3,755.00	\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00	
6	Brennan, Michael	\$4,964.00	\$3,152.00	\$11,601.00	\$1,122.00	\$3,170.00	\$10,733.00	
7	Altman, Zoey	\$2,327.00	\$4,056.00	\$3,726.00	\$1,135.00	\$8,817.00	\$18,524.00	
8	Collman, Harry	\$3,967.00	\$4,906.00	\$9,007.00	\$2,113.00	\$13,090.00	\$13,953.00	
9	Flores, Tia	\$4,670.00	\$531.00	\$4,505.00	\$1,024.00	\$3,528.00	\$15,275.00	
10	Albertson, Kathy	\$3,379.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839.00	\$13,085.00	

- 1.) Type the **labels**: these are the titles of each column of data. Use the tab or arrow keys to navigate quickly to the next cell. (Hint: you can use the **autofill** feature to quickly fill in the labels that are months)
- 2.) Next, type the names listed in column A. Remember to **resize** the column if the name is longer than the cell.
- 3.) Type the **constants**: these are the monetary values you see above. Use the **number formatting** command to format the cells to “currency”.
- 4.) Once you have entered all of this data, **insert a table** using the data. Change the table’s style and sort the contents of column A in alphabetical order.

Data Entry Study Guide

Michael Rudman



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