

Excel—The Basics (The Saga Continues)

1. Create a new workbook file with the following data:

BALLOON SALES—QUARTER 1 & QUARTER 2					
Jan	Feb	Mar	Apr	May	Jun
202	212	222	232	242	212
204	214	2244	234	244	254
206	216	226	236	246	256
208	218	228	238	248	258
210	220	230	240	250	260

2. Add a header, save as **balloons**, and print
3. Insert a new column to the left of the *Jan* column. Enter the following text into the new column, lining it up to the left of the numbers in the *Jan* column.
 - Red
 - Green
 - Blue
 - Yellow
 - Purple
4. Change the number of the red balloons sold in June to 253, and change the number of purple balloons sold in January to 347.
5. Add rows for Orange and Polka-Dotted balloons to the workbook. Place these two rows directly below the row for the red balloons. Fill the orange row with the values 123, 234, 345, 456, 567, and 678, from the left to right. Since the same number of yellow balloons and polka-dotted balloons were sold, copy the numbers from the Yellow row to the Polka-Dotted row. Widen column A so you can see the Polka-Dotted label in full.
6. Re-save and print

balloons