

Excel—The Basics

1. Create a new workbook file and enter the following data into it:

SIGNATURE DRIVE		
NAME	SIGNATURES	HOURS
Alvarez	273	21.5
Burns, A	481	33
Burns, D	332	24.5
Goldsmith	109	11.5
Haskell	520	44
Lee	227	17
Minceberg	425	31.5
Stoll	217	15
Weinmiller	375	29

2. Add a header, save as signatures and print
3. Add the name Siegel to your workbook, making sure to place it in alphabetical order, rather than at the end of the list. Enter 187 signatures and 12 hours to go with this new name. Also add a new column called DAYS that falls between the SIGNATURES and HOURS columns (it should become a new column C). In the DAYS column, enter 8, 15, 11, 6, 17, 7, 12, 5, 8, and 13 to represent the total number of days each person has worked.
4. Re-save and Print