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### **Notes**

- SalesOrders sheet has sales data for a fictional company, and each row represents an order
- The Total column could be changed to a formula, to multiply the Units and Cost columns.

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OrderDate	Region	Rep	Item	Units	Unit Cost	Total
1/6/19	East	Jones	Pencil	95	1.99	189.05
1/23/19	Central	Kivell	Binder	50	19.99	999.50
2/9/19	Central	Jardine	Pencil	36	4.99	179.64
2/26/19	Central	Gill	Pen	27	19.99	539.73
3/15/19	West	Sorvino	Pencil	56	2.99	167.44
4/1/19	East	Jones	Binder	60	4.99	299.40
4/18/19	Central	Andrews	Pencil	75	1.99	149.25
5/5/19	Central	Jardine	Pencil	90	4.99	449.10
5/22/19	West	Thompson	Pencil	32	1.99	63.68
6/8/19	East	Jones	Binder	60	8.99	539.40
6/25/19	Central	Morgan	Pencil	90	4.99	449.10
7/12/19	East	Howard	Binder	29	1.99	57.71
7/29/19	East	Parent	Binder	81	19.99	1,619.19
8/15/19	East	Jones	Pencil	35	4.99	174.65
9/1/19	Central	Smith	Desk	2	125.00	250.00
9/18/19	East	Jones	Pen Set	16	15.99	255.84
10/5/19	Central	Morgan	Binder	28	8.99	251.72
10/22/19	East	Jones	Pen	64	8.99	575.36
11/8/19	East	Parent	Pen	15	19.99	299.85
11/25/19	Central	Kivell	Pen Set	96	4.99	479.04
12/12/19	Central	Smith	Pencil	67	1.29	86.43
12/29/19	East	Parent	Pen Set	74	15.99	1,183.26
1/15/20	Central	Gill	Binder	46	8.99	413.54
2/1/20	Central	Smith	Binder	87	15.00	1,305.00
2/18/20	East	Jones	Binder	4	4.99	19.96
3/7/20	West	Sorvino	Binder	7	19.99	139.93
3/24/20	Central	Jardine	Pen Set	50	4.99	249.50
4/10/20	Central	Andrews	Pencil	66	1.99	131.34
4/27/20	East	Howard	Pen	96	4.99	479.04
5/14/20	Central	Gill	Pencil	53	1.29	68.37
5/31/20	Central	Gill	Binder	80	8.99	719.20
6/17/20	Central	Kivell	Desk	5	125.00	625.00
7/4/20	East	Jones	Pen Set	62	4.99	309.38
7/21/20	Central	Morgan	Pen Set	55	12.49	686.95
8/7/20	Central	Kivell	Pen Set	42	23.95	1,005.90
8/24/20	West	Sorvino	Desk	3	275.00	825.00
9/10/20	Central	Gill	Pencil	7	1.29	9.03
9/27/20	West	Sorvino	Pen	76	1.99	151.24
10/14/20	West	Thompson	Binder	57	19.99	1,139.43
10/31/20	Central	Andrews	Pencil	14	1.29	18.06
11/17/20	Central	Jardine	Binder	11	4.99	54.89
12/4/20	Central	Jardine	Binder	94	19.99	1,879.06
12/21/20	Central	Andrews	Binder	28	4.99	139.72

# Sample Data -- Formatted Numbers

This example shows how Excel changes number formatting.

Click on the Text Box to select it  
Then, select the numbers and copy them

3/4
02345
1-3

Paste the numbers in the cells below  
-- Some numbers will change to dates,  
-- Leading zeroes will be lost.


For more information:  
[Data Entry Tips](#) -- How to paste formatted numbers and keep the formatting

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