**Online Instruction Page**

[Sample Data for Excel](http://www.contextures.com/xlSampleData01.html)

**Related tutorials**

[Named Excel Tables](http://www.contextures.com/xlExcelTable01.html)

[Data Entry Tips](http://www.contextures.com/xlDataEntry01.html#numberdate)

[More Excel Sample Files](https://www.contextures.com/excelfiles.html)

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**Notes**

• SalesOrders sheet has sales data for a fictional company, and each row represents an orde

• The Total column could be changed to a formula, to multiply the Units and Cost columns.



der.

**OrderDate Region**

1/6/19 East

**Rep**

**Item**

**Units**

**Unit Cost**

1.99

**Total**

189.05

Jones

Kivell

Jardine

Gill

Pencil

Binder

Pencil

Pen

95

50

36

27

56

60

75

90

32

60

90

29

81

35

2

1/23/19 Central

2/9/19 Central

2/26/19 Central

3/15/19 West

4/1/19 East

19.99

4.99

19.99

2.99

4.99

1.99

4.99

1.99

8.99

4.99

1.99

999.50

179.64

539.73

167.44

299.40

149.25

449.10

63.68

Sorvino

Jones

Pencil

Binder

4/18/19 Central

5/5/19 Central

5/22/19 West

6/8/19 East

Andrews Pencil

Jardine Pencil

Thompson Pencil

Jones

Binder

Pencil

Binder

Binder

Pencil

Desk

539.40

449.10

57.71

6/25/19 Central

7/12/19 East

Morgan

Howard

Parent

Jones

7/29/19 East

19.99 1,619.19

8/15/19 East

4.99

125.00

15.99

8.99

174.65

250.00

255.84

251.72

575.36

299.85

479.04

86.43

9/1/19 Central

9/18/19 East

Smith

Jones

Pen Set

Binder

Pen

16

28

64

15

96

67

74

46

87

4

10/5/19 Central

10/22/19 East

11/8/19 East

Morgan

Jones

8.99

Parent

Kivell

Pen

19.99

4.99

11/25/19 Central

12/12/19 Central

12/29/19 East

1/15/20 Central

2/1/20 Central

2/18/20 East

Pen Set

Pencil

Pen Set

Binder

Binder

Binder

Binder

Pen Set

Smith

Parent

Gill

1.29

15.99 1,183.26

8.99 413.54

15.00 1,305.00

Smith

Jones

4.99

19.99

4.99

19.96

139.93

249.50

131.34

479.04

68.37

3/7/20 West

Sorvino

Jardine

7

3/24/20 Central

4/10/20 Central

4/27/20 East

50

66

96

53

80

5

Andrews Pencil

1.99

Howard

Gill

Pen

4.99

5/14/20 Central

5/31/20 Central

6/17/20 Central

7/4/20 East

Pencil

Binder

Desk

1.29

Gill

8.99

719.20

625.00

309.38

686.95

Kivell

Jones

Morgan

Kivell

Sorvino

Gill

125.00

4.99

Pen Set

Pen Set

Pen Set

Desk

62

55

42

3

7/21/20 Central

8/7/20 Central

8/24/20 West

9/10/20 Central

9/27/20 West

10/14/20 West

10/31/20 Central

11/17/20 Central

12/4/20 Central

12/21/20 Central

12.49

23.95 1,005.90

275.00

1.29

825.00

9.03

Pencil

Pen

7

Sorvino

76

57

14

11

94

28

1.99

151.24

Thompson Binder

Andrews Pencil

19.99 1,139.43

1.29

4.99

18.06

54.89

Jardine

Jardine

Binder

Binder

19.99 1,879.06

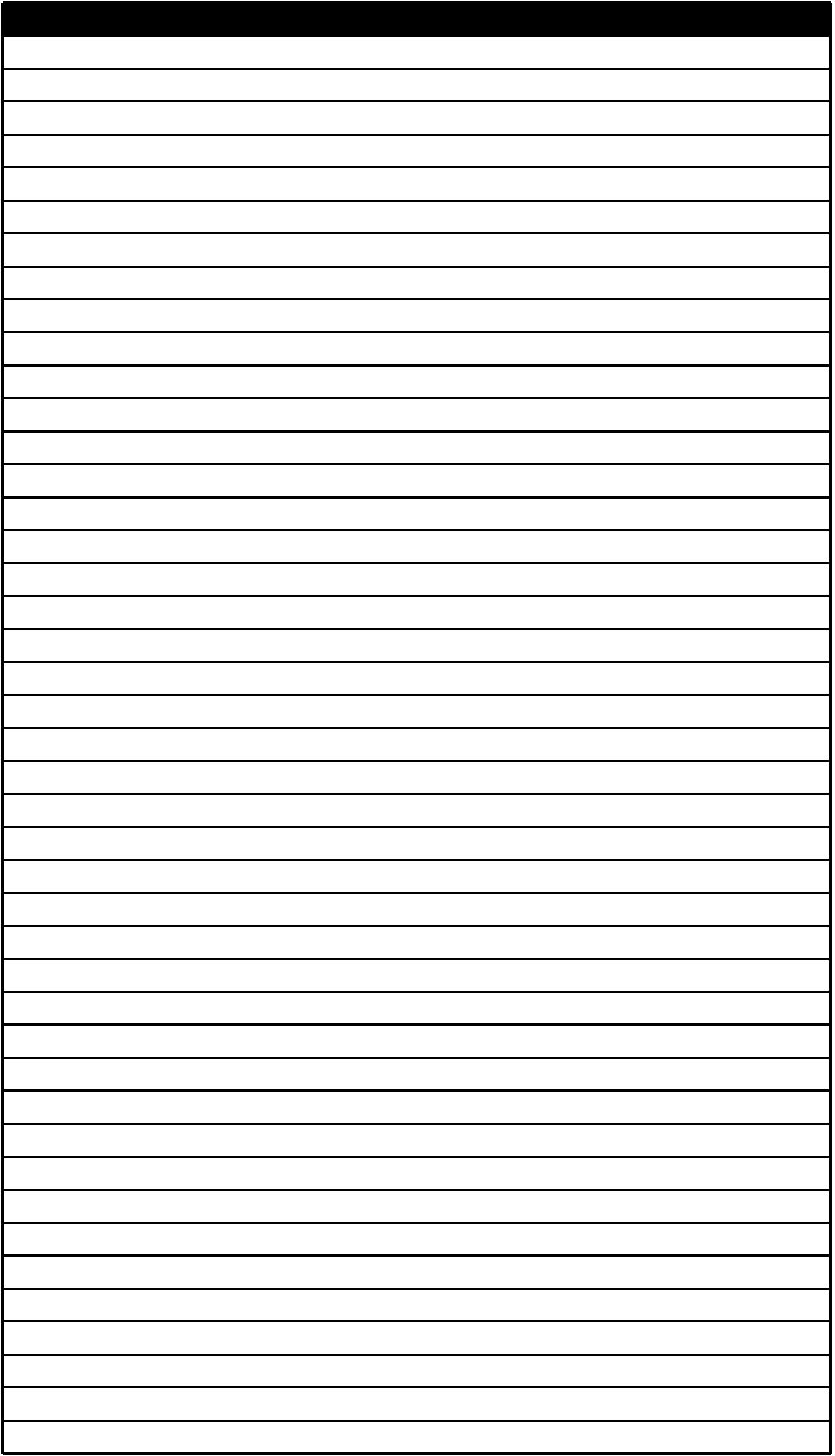
4.99 139.72

Andrews Binder

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**Sample Data -- Formatted Numbers**

This example shows how Excel changes number formatting.

**Click on the Text Box to select it**

**Paste the numbers in the cells below**

**Then, select the numbers and copy them**

**-- Some numbers will change to dates,**

**-- Leading zeroes will be lost.**

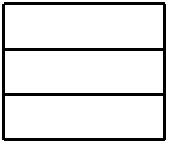
3/4

02345

1-3

**For more information:**

[Data Entry Tips](http://www.contextures.com/xlDataEntry01.html#numberdate) **-- How to paste formatted numbers and keep the formatting**



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