

Exe-4 Working with Rows, Columns, & Cells

1. **Open** the file called **Eastern Regions Report**.
2. Insert **2** blank **rows** at the top of the sheet.
3. Add a new **column** to the left of Column G.
4. Delete **column** G.
5. Add a **row** above row 8.
6. Delete **row** 8.
7. Select the **range** B8:G8 the **add 6 cells**.
8. Type this in those **cells**:

Newberry	150	200	185	225
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9. In cell G8, write a formula that adds the range B8:F8
10. **Save** as the file inside your folder and close it