

Exe-1 Creating and working with Workbooks

1. Open **Excel**, Create a new blank **workbook**.
2. **Save as** your blank workbook inside your folder
3. Type the following text in **cells**:

Months	Sales	Expenses	Profits
Jan	225	200	
Feb	150	125	
Mar	189	175	
Totals			
Apr Proj			

$\text{Apr Proj} = (\text{Jan} + \text{Mar}) / 2$

$\text{Profits} = \text{Sales} - \text{Expenses}$

4. Save your work book
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