**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** |  |  |  |

Apr Proj = (Jan+Mar)/2

Profits = Sales - Expenses

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1. Save your work book