**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 |

1. In cell G8, write a formula that adds the range B8:F8
2. **Save** as the file inside your folder and close it