Exercise file 1: Error messages

Exercise content	Correct errors
Exercise file	Error messages.xlsx
Result file	Error messages-R.xlsx

1. Open the file "Error Messages.xlsx"

2. Your trainee has received a telephone order from a major customer and entered it in Excel to send it to the logistics department. However, mistakes have been made in the order list. So that your customer gets the right goods, check the list and correct the errors.

3. Then save the file as "Error Messages-R.xlsx"

<u>Order for major customer Meier</u>

Sunflower oil 6L

Onions 10 Kg

Tomato 20 Kg

Paprika 18

Basil 4

Mint 2

Eggplants 9

Cucumber 3

Zucchini 7

Pumpkin 3

Kohlrabi 3