**Module 2 – Creating Workbooks**

**Exercise**

1. Create a new, blank workbook.
2. Type the following text in cells:  
   A1 = Months  
   B1 = Sales  
   C1 = Expenses  
   D1 = Profits  
   A2 = Jan  
   A3 = Feb  
   A4 = Mar  
   A6 = Totals  
   A8 = Apr Proj
3. Type the following numbers in cells:  
   B2 = 225  
   B3 = 150  
   B4 = 189  
   C2 = 200  
   C3 = 125  
   C4 = 175
4. In cell D2, write a formula that subtracts the Jan Expenses from the Jan Sales.
5. Copy the formula in cell D2 down to cells D3 & D4.
6. In cell B6, write a formula that adds the range B2:B4.
7. Copy the formula in cell B6 across to C6 & D6.
8. In cell B8, write a formula that figures out April’s Projections.
9. Copy the formula in cell B6 across to C6 & D6.
10. Practice selecting ranges.