



Excel Exercises: Workspace

1. Create a new book named "Year 2020"
2. Change the name of the first sheet to "1st trimester"
3. Insert the sheets "2nd trimester", "3rd trimester", "4th trimester", and "Summary"
4. Set a different colour to each sheet
5. Hide the sheet "Summary"
6. Write some text on "1st trimester" and "2nd trimester"
7. Create a new book "Year 2021"
8. Copy the sheets "1st trimester" and "2nd trimester" to this new book