

Practice Exercise: Create a Basic Spreadsheet (Sales Report) - Microsoft Excel

Follow the steps below to create and save in file using the spreadsheet application Microsoft Excel.

1. Click **Start**.
2. Scroll down and click **Excel 2016**. *If you have an older version of Microsoft Excel, look for a folder named Microsoft Office, and then click Microsoft Excel.*
3. Click **Blank Workbook**.
4. Type the material in the box below in the appropriate cells .

	A	B	C	D	E	F
1	Sales Report					
2						
3	Employee	Q1	Q2	Q3	Q4	
4	John Womack	2566	3498	2965	3126	
5	Sally Smith	2635	2884	3030	3328	
6	Wally Turnbuckle	2437	2664	2338	2777	
7	Stacy Milnar	2678	2565	2898	3021	
8	Bruce Jackson	3003	2865	3105	3222	
9						

5. You will need to widen column A, so point to line between A and B and you will see a double-headed



arrow and drag it wide enough to fit the text.

6. Click **File**→**Save**.
7. Click **documents** on the right or click browse and then on the left, click **Documents**.
8. Click in the file name area and type the name **Sales Report - [Your Name]** for the name.
9. Click **Save**.
10. Upload the file(s) with the [Student Exercise \(Assignment\) Upload Form](#). Remember when you click upload, to choose the **Sales Report - [Your Name]** file from the folder where you saved it.