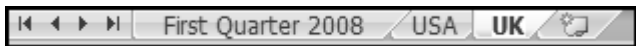


Session 6: Exercise

- 1 Close any workbooks that are open.
- 2 Open *Exercise 6* from your sample files folder.
This spreadsheet shows sales to the USA and UK during the first quarter of 2008.
- 3 View two copies of the worksheet in the same window and scroll one of the windows so that the first USA sale is visible in the first row.

	A	B	C	D	E	F
1	Date	Sales Person First Name	Sales Person Last Name	Company Name	City	Country
2	01-Jan-08	Nancy	Davolio	Eastern Connection	London	UK

	A	B	C	D	E	F
21	01-Jan-08	Nancy	Davolio	Eastern Connection	Albuquerque	USA
22	01-Jan-08	Nancy	Davolio	Rattlesnake Canyon Grocery	Albuquerque	USA
23	01-Jan-08	Nancy	Davolio	Rattlesnake Canyon Grocery	Albuquerque	USA

- 4 Make two duplicate copies of the First Quarter 2008 worksheet and name them *USA* and *UK*.
- 
- 5 Delete all of the non USA rows from the USA worksheet and all of the non UK rows from the UK worksheet.
 - 6 Hide the *First Quarter 2008* worksheet tab.
 - 7 Use AutoSum to create a total at the bottom of Columns H and J (Quantity and Total) for both the *USA* and *UK* worksheets.
 - 8 Add a new worksheet and name it *Summary*.
 - 9 Create a summary sheet as illustrated below using cross-worksheet formulas to calculate the totals.

	A	B	C	D	E
1	USA and UK Sales Summary				
2					
3	Country	Units	Sales		
4	USA	913	26,572.20		
5	UK	379	7,299.40		
6	Total	1292	33,871.60		

- 10 Save your work as Exercise 6-End.

Exercise 6

If you need help
slide the page to
the left

