# Beginners Excel Practice Exercise: Data Entry and Tables

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9	Flores, Tia	\$4,670.00	\$521.00	\$4,505.00	51,024.00	\$3,528.00	515,273	5.00
1.0	Albertson, Kathy	\$3,379.00	\$3,428.00	\$3,973.00	\$1,716.00	\$4,839.00	\$13,085	5.00

- Type the labels: these are the titles of each column of data. Use the tab or arrow keys to navigate quickly to the next cell. (Hint: you can use the autofill feature to quickly fill in the labels that are months)
- Next, type the names listed in column A. Remember to resize the column if the name is longer than the cell.
- Type the constants: these are the monetary values you see above. Use the number formatting command to format the cells to "currency".
- 4.) Once you have entered all of this data, insert a table using the data. Change the table's style and sort the contents of column A in alphabetical order.



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**CO Houle** 

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