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worksheet, create a table and insert the following information. Use different fonts for different columns. 1. Names of people (at least 25) 2. Their ages 3. Number of years they have worked 4. Salary per month 5. Show housing, medical, travel and hardship allowances, and columns B.

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PRACTICAL WORK 02 - SPREADSHEETS

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above cell into cell currently selected. Ctrl + Shift + ! Format number in comma format. Ctrl + Shift + \$ Format number in currency format. Ctrl + Shift + # Format number in date format. Ctrl + Shift + % Format number in percentage format. Ctrl + Shift + @ Format number in time format.

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Word and Excel Practice Exercise

Fig.1. Launching MS Excel 2010 . In this practical work you will learn to use Microsoft Excel 2010 version of this the spreadsheet program. To launch the application, press the START button, move the mouse cursor over the “ All Programs ” button and select “ Microsoft Office ” from the list that appears. In the list of shortcuts

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