Beginners Excel Practice Exercise: Data Entry and Tables

1.) 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)

2.) Next, type the names listed in column A. Remember to **resize** the column if the name is longer than the cell.

3.) 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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