



1 2 3 4 6 7

- - - - -

Correct the spelling errors below:

Engineers do not make guesses. Theye look up someone else's ye look up someone  
guess and use it as a reference!

"I lost my disks," said a student.

"Bummer," said teh ins

Why do they put kitchen neasuring  
one you have to wash all six of them!

urign spoons on rings? When yuo  
of them!

- - - - -

Format all the numbers in column A like the numbers in column B.

200	\$200
32000	11 August 87
32000	8/11/87
32000	32,000.00
5000	\$5000
5000	5000.000
5000	5000
5	TRUE
0.14	14.0%
44934	5:09:33 AM
-14.849556	-14.849556

- - - - -

Delete the rows that appear more than once.

	1	1	1	1
	2	2	2	2
	3	3	3	3
extra	3	3	3	3
	4	4	4	4
	5	5	5	5
	6	6	6	6
	7	7	7	7

extra	7	7	7	7
	8	8	8	8

- - - - -

Insert a row between the threes and fives and enter fours.

1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6

- - - - -

Find and correct the errors in this section.

	5	45	10	90
	10	3	30	30
	30	45	45	45
	45	6	3	3
3		0	45	45
	45	24	6	5
=	=	=	=	=
TOTALS	135	123	139	213

- - - - -

Copy the formulas below to complete the table.

AT LAX IS=====>			1/8/23 is today's date	
DIFFERENCE	TIME	DATE	DAY	CITY
=	=	=	=	=
0	5:09 AM	1/8/23		1 ANGELES
1	6:09 AM	1/8/23		1 DENVER
3	8:09 AM	1/8/23		1 EW YORK
8				LONDON

9  
17

12/30/99

PARIS  
GUAM

- - - - -  
Write a date formula to display the following dates, and find the number of days between the dates.

Write your formula in column C then format the cell as a date.

DATE

January 10, 1986 :

March 18, 1988 :

Difference:

(Difference = number for 03/18/88 - 01/10/86)

- - - - -  
Change all the labels in column B to right justified.

Ed

Ted

Total

Buy

Sell

Cash

- - - - -

- -

- -

- -

5  
5  
5  
5  
5  
5

- -

e else's

structor.

? When yuo use

- -

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- -

### LOOKUP TABLE

1	SUN
2	MON
3	TUE
4	WED
5	THU
6	FRI
7	SAT

- -

- -

- -