

Sheet1

DATABASE

Date	Description	Amount
June 21	Rental income	\$900
July 12	Utilities	-\$100
Aug 19	Phone	-\$125

SPREADSHEET

	1983	1984	1985
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Income	5000	10000	14000
Expenses	2000	6000	8000
Profit	3000	4000	6000

DOCUMENT

Dear Bob:

Sales for 1985 are looking excellent. I'll keep you informed as the situation becomes clearer.

Sincerely, John

GRAPH

Press F10 key