**Module 2 – Creating Workbooks**

**Exercise**

1. Create a new, blank workbook.
2. Type the following text in cells:
A1 = Months
B1 = Sales
C1 = Expenses
D1 = Profits
A6 = Totals
A8 = Apr Proj
3. Type the following numbers in cells:
B2 = 225
B3 = 150
B4 = 189
C2 = 200
C3 = 125
C4 = 175
4. In cell D2, write a formula that subtracts the Jan Expenses from the Jan Sales.
5. Copy the formula in cell D2 down to cells D3 & D4.
6. In cell B6, write a formula that adds the range B2:B4.
7. Copy the formula in cell B6 across to C6 & D6.
8. In cell B8, write a formula that figures out April’s Projections.
9. Copy the formula in cell B6 across to C6 & D6.
10. Practice selecting ranges.