**Module 6 – Working with Rows, Columns, & Cells**

**Exercise**

1. Open the file called **Eastern Regions Report**.
2. Insert 2 blank rows at the top of the sheet.
3. Add a new column to the left of Column G.
4. Delete column G.
5. Add a row above row 8.
6. Delete that row.
7. Select the range B8:G8 the add 6 cells.
8. Type this in those cells:
B8 = Newberry
C8 = 150
D8 = 200
E8 = 185
F8 = 225
9. In cell G8, write a formula that adds the range B8:F8.
10. Save and close the file.