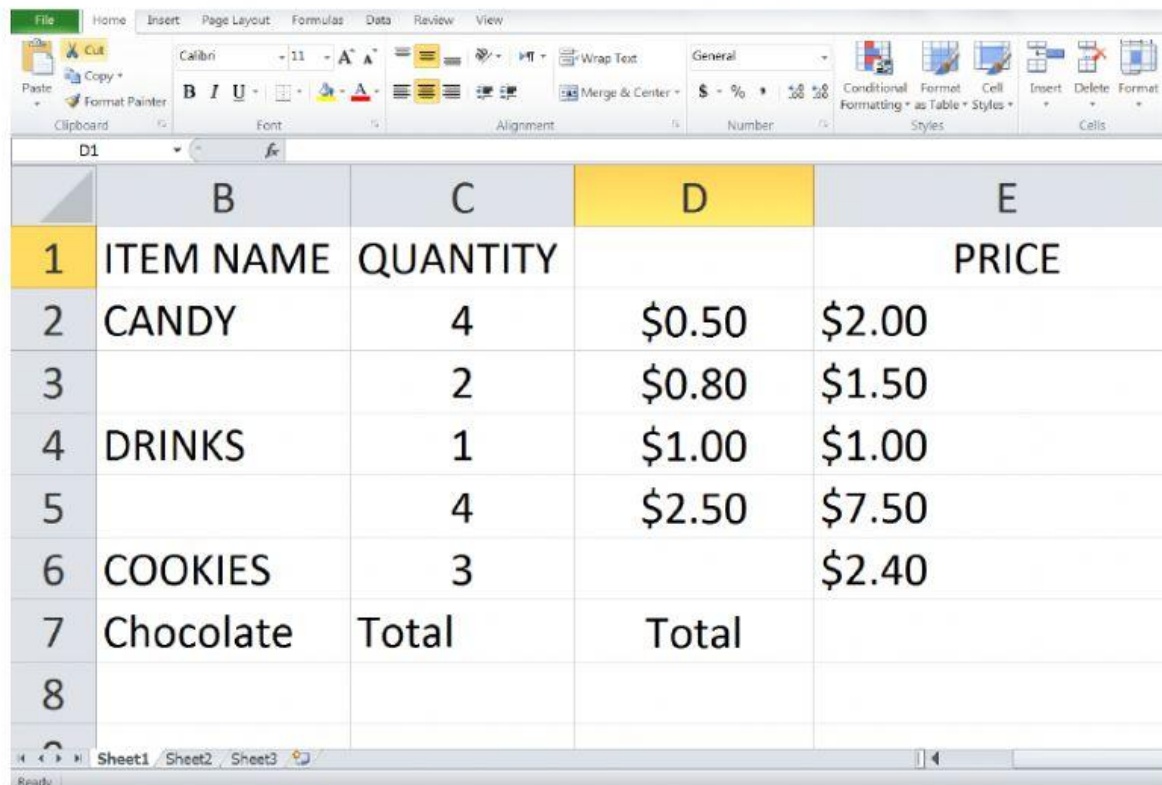


Name: _____ Date: _____

TOPIC: USING CELLS, ROWS AND COLUMNS

Place the data below according to the instruction and which cell it should be placed



	B	C	D	E
1	ITEM NAME	QUANTITY		PRICE
2	CANDY	4	\$0.50	\$2.00
3		2	\$0.80	\$1.50
4	DRINKS	1	\$1.00	\$1.00
5		4	\$2.50	\$7.50
6	COOKIES	3		\$2.40
7	Chocolate	Total	Total	
8				

Instruction	New Data to be added/ edited/deleted	Cells to be added/ Edited/ Deleted
Add data	ICE CREAM	B3
Edit data	\$10.00	E5
Add data	\$14.40	E7
Add data	\$0.80	D6
Edit data	\$1.60	E3
Delete data		C7
Add data	CUP CAKES	B5
Edit data	CHOCOLATE	B6
Delete data		B7
Add data	UNIT PRICE	D1