Create new workbook (Your Name) and insert the following data from A1 Cell

Data Table							
Last	First	Address	Hire Date	Salary			
Dawes	Gregory	402 Elm St. Memill, MI 48637	3/13/2013	\$2117.29			
Garcia	Susan	1025 Drake Ave. Exeter , NH 03833	3/14/2014	\$2415.79			
Torbet	Dr. Lilla	5 North Ln. Oswego, NY 13126	3/17/2013	\$3212.99			
Rhoden	Tony	24 Mountain Dr. Auburn, ME 04210	3/24/2015	\$2615.79			

- Rename the worksheet to (main)
- Insert new column (Number) before (Salary) column as the following

-	Number
	10
T	20
П	30
	40

- Insert new row before (Rhoden) row as the following

great in more in more in great in	and the second stage	and a bear a proper a page to be the second or bear a bear.	get maked on property or property on before its property.	regional in come in more at more in many is	a material or female in material or second large -
Scoot	Mark,	15 South Ln. Greater, LS 14572	12/1/2011	\$2525.99	30

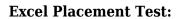
- Change the font size to 15 for the entire table
- Change the font type to Arial for the entire table
- Change the font of the first row to olive green accent. 3 lighter 40%
- Hide the following row

Garcia Susa	1025 Drake Ave. Exeter , NH 03833	3/14/2013	\$15.79	20
-------------	--------------------------------------	-----------	---------	----

- Format the borders of the table as appears above
- Format the fill color of the first and second row to be green
- Create new range (abc) from cell B1 to cell C6
- Freeze the first two columns
- Insert comment for A2 as the following massage (employee last name)
- Insert new worksheet and name it (copy data)

Excel Placement Test

Daniela Niemeyer



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