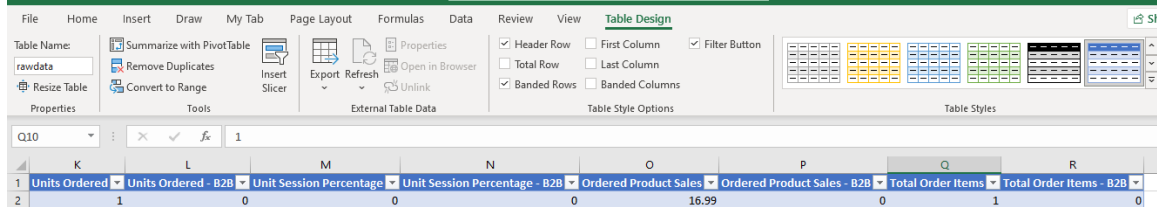


Practice Exercise 10: Tables

Instructions:

Open sheet Exer12.

1. Select cell A2
2. Go to Insert Tab, and click **Table**.
3. MS Excel has automatically detected the range of cells valid to be converted to a Table. Make sure that the **My table has headers** check box is checked. Click OK.
4. Click the Table Design Tab, and for Table Name enter **rawdata**



5. Click cell S1, and assign a column header called **Total Orders**
6. On cell S2, enter the formula to get the sum of Q2 and R2. Press Enter