Excel Test

You have 15 minutes to complete the following:

1. You have an Excel spreadsheet open in front of you.
2. Save the file as [your name].xls.
3. Sort the file by surname.
4. Add another column and enter the Total Amount (using formulae).
5. Change the font to Times New Roman, 12 point.
6. Rename the sheet [your name].
7. Print out the table only.
8. Save your work.

Name	Hourly Rate	Hours worked
CONNOR Roseanne	8.45	24
SEINFELD Jerry	7.48	51
SIMPSON Bart	3.96	35
CHAPLIN Charlie	9.86	576
SIMPSON Marge	6.87	2
DUCK Donald	0.54	87
BENNETT Elaine	6.39	46

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