

File Home Insert Page Layout Formulas Data Review View Help

Undo Paste Cut Copy Format Painter Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A+ A- Wrap Text Merge & Center General Conditional Formatting Format as Table 20% - Accent4 20% - Accent5 20% - Accent6 40% - Accent1 40% - Accent2 40% - Accent3 Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

A3 Invoice #

	A	B	C	D	E	F	G	H	I	J	K	
1	Sales											
2												
3	Invoice #	Date	Customer Name	Product Name	Product Type	UOM	Cost Price	RRP	Sale Price	Quantity sold	Total Sales \$	Salesperson
4	23990986	21/01/2021	Quick Stop Shop	Banana	Fresh Fruit	ea	0.89	1.07	1.29	1	1.29	Warren
5	184729478	21/01/2021	ABC Stores	Wholemeal	Bread	ea	3	3.6	3.97	116	460.52	Barry
10	259270750	21/01/2021	B Fruitful	Paw-paw	Fresh Fruit	ea	6	7.2	8.46	171	1446.66	Xavier
11	321913134	21/01/2021	Smith and Sons	Mango	Fresh Fruit	ea	1.25	1.5	1.69	190	321.1	Peter
12	334420488	21/01/2021	Country Food Store	Beetroot	Cans	ea	3	3.6	3.28	135	442.8	Shaun
13	416388623	21/01/2021	A N Example Ltd	Beetroot	Cans	ea	3	3.6	3.58	46	164.68	Able
14	481571617	21/01/2021	ABC Stores	Apple	Fresh Fruit	ea	1	1.2	1.45	21	30.45	Able

Find & Select

Click to see options for finding text in your document.

You can use advanced search options to replace text, jump right to a specific spot, or pick other ways to narrow your search.