

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Tell me what you want to do

Paste

Cut

Copy

Format Painter

Clipboard

Garamond11

Font

Wrap Text

Merge & Center

Alignment

General

\$ % ,

.0 .00

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

Cells

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	Country	Quarter	Sales	Salary	Commission						
2	Brown	USA	Qtr 2	3255								
3	Brown	USA	Qtr 4	4865		500						
4	Johnson	UK	Qtr 2	9339								
5	Johnson	USA	Qtr 4	14808	5000							
6	Jones	USA	Qtr 3	1390								
7	Jones	UK	Qtr 1	7433								
8	Jones	USA	Qtr 4	9213								
9	Smith	USA	Qtr 1	9698								
10	Smith	UK	Qtr 3	16753								
11	Smith	USA	Qtr 3	18919								
12	Williams	UK	Qtr 2	10644								
13	Williams	UK	Qtr 1	12438								
14	Williams	USA	Qtr 3	14867								
15	Williams	UK	Qtr 4	19302								
16	Marissa											
17					5000							
18												
19												
20												
21												