



File

Home

Insert

Page Layout

Formulas

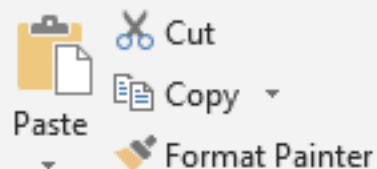
Data

Review

View

Help

Tell me what you want to do



Clipboard

Calibri 11

**B** *I* U

Font



Alignment

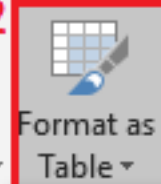
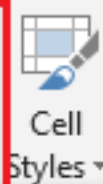
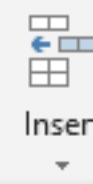
Wrap Text

Merge &amp; Center

General

\$ % ,

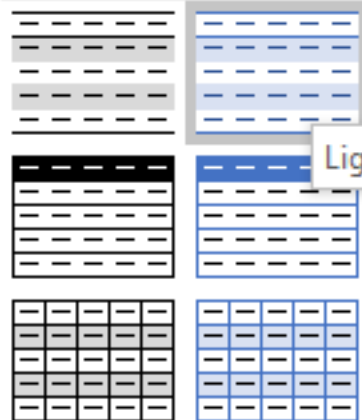
Number

Conditional  
FormattingFormat as  
TableCell  
Styles

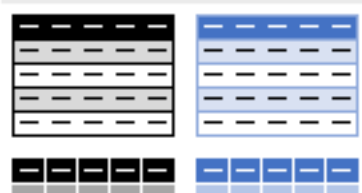
Insert

Light

3



Medium



A1 Employee Number

	1	A	B	C	D	E	F	G	H
1		Employee Number	Department name	Employee name	Location	Budget			
2		1-001	BPO	John Doe	Ashland Community	23			
3		1-002	IT and support	Paul Marin	Kaiser Medical Center	45			
4		2-002	Development	Andrew Ray	Peace Harbour	37			
5		2-003	QA	Marie Charles	Sacred Heart	92			
6		2-004	IT and support	Stephan Sean	Two Rivers	66			
7		3-001	IT and support	Chris Row	Wood Forest	54			
8		3-002	IT and support	Tony Brown	Maple woods	26			
9		3-003	IT and support	Lesa Ben	Ashland Community				