**Basic Spreadsheet Concepts**

# Directions:

Create a spreadsheet and format it to look like the sample below.

# Steps:

1. Type in all text and numbers shown in the spreadsheet below.
2. Format all numbers as a currency.
3. Center the spreadsheet heading 'Sales for the Month' across the spreadsheet.
4. Format all text as displayed in the sample below.
5. Create formulas to display a total for each sales rep.
6. Create formulas to display a total for each product.
7. Create a formula to calculate the total sales for all sales rep's for the month.

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