

Tabs Exercise: Tabs and Cut and Paste

1. Open up a new document and create a header and footer with your name, date, reference number (2.25) and filename. Change the page orientation to Landscape
2. Set up the following tabs

Left Tab 3cm
 Right Tab 8.5cm
 Decimal Tab 12cm

3. Type the data below

August Sales

Sales Person		Area	Amount
Alchimowicz	Zoe	Bolton	1,540.70
Ango	Barbara	Liverpool	978.56
Choi	Jane	Oldham	1,230.50
Shah	Robina	Stockport	2,024.10
Harvey	Jan	Tameside	954.60
Peterson	Janet	Cheshire	1,876.45
Royle	Sheila	Manchester	1,945.67

4. **Save** your document on your floppy disk as sales.doc. **Print** a copy
5. Use **Cut** and **Paste** to re-arrange the sales data into alphabetical order according to the surname of the Sales Person
6. **Save** and **Print** a copy
7. Add in a new sales person, again keeping the alphabetical order

Dyson	Charlotte	Salford	2,024.10
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8. Make a **Copy** of all the data and **Paste** the copy 3 lines below the original
9. Change **August Sales** to **September Sales** and Delete the figures under amount, ready for next months sales figures to be added into the table
10. **Save** and **Print** a copy