

## SOLUTION 1004 – OPENING, EDITING AND SAVING A SPREADSHEET

---

Purchase order details	
Product	Qty
Pens	10
Pencils	20
Notepads	25
Erasers	5
Pencil sharpeners	12

### Marking checklist

Spreadsheet opened, edited and printed as above  
Spreadsheet saved using the new filename **pur2new**  
The spreadsheet application closed