

## SOLUTION 1007 – INSERTING AND DELETING ROWS AND COLUMNS

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Purchase order		
Item	Price	Qty
Pencils	0.21	20
Notebooks	1.25	25
Rulers	1.35	20
Erasers	0.65	5
Pencil sharpeners	1.25	15

Annotations:

- Row deleted (points to the row containing 'Pencils')
- New row and data inserted (points to the row containing 'Rulers')
- New column and data inserted (points to the 'Price' column)

### Marking checklist

Spreadsheet opened, edited and printed as above  
Spreadsheet saved using the new filename **costs2new**  
The spreadsheet application closed



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**CLAIT WORKBOOKS (LEVEL 1) CD**

(covers Units 1 to 8) (supplied in Word and PDF format)

- 8 step-by-step self-paced guides, fully editable for unlimited printing
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- Edit and revise yourself to reflect system and software upgrades

The workbooks only are based upon: (1: Windows XP/Vista & Word 2003/7) (2: Excel 2003) (3: Access 2003) (4: Publisher 2003) (5: PowerPoint 2003) (6: Publisher 2003 (1 section uses Paint Shop Pro)) (7: FrontPage 2003) (8: Internet Explorer & Outlook 2003/7).

Code	Price	Product codes included	Tick here to order
<b>PRAC</b>	<b>£29.95</b>	EPA1 to EPA8 and EPT1 to EPT8	<input type="checkbox"/>

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Alternatively, you can order one or more products for individual CLAIT units (all supplied on 1 CD in Word and PDF format)

CLAIT (LEVEL 1) UNIT	PRACTICE ASSIGNMENTS 3 full assignments & solutions per unit			PRACTICE TASKS 45 tasks & solutions per unit			WORKBOOKS Step-by-step self-paced guides		
	Code	Price	✓	Code	Price	✓	Code	Price	✓
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3. DATABASE MANIPULATION	EPA3	£5.00	✓	EPT3	£5.00	✓	EWB3	£15.00	✓
4. e-PUBLICATION CREATION	EPA4	£5.00	✓	EPT4	£5.00	✓	EWB4	£15.00	✓
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