

## 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