

SOLUTION 1008 – INSERTING AND DELETING ROWS AND COLUMNS

Sales income by year			
Period	Manager	Sales	% Profit
1984/5	Mrs Goodwin	£11,855	11
1985/6	Mr Tomlinson	£10,345	12
1986/7	Mr Tomlinson	£12,832	13
1987/8	Mrs Harris	£13,100	10
1989/0	Mr O'Grady	£14,500	11
1990/1	Mr O'Grady	£17,347	13
1991/2	Mr Patel	£23,639	14

New row and data inserted

Row deleted

New column and data inserted

Marking checklist

Spreadsheet opened, edited and printed as above
Spreadsheet saved using the new filename **managers2new**
The spreadsheet application closed