

Sales	Shirt	Jacket	Blouse	Dress
London	100	55	110	60
Paris	210	60	135	70
Phnom Penh	55	30	75	45
Singapore	82	45	93	55
Total				

Make the above into a table with gridlines. Centre the text in all the columns, except the first. Bold the first row of text. Add a new row for the title 'January Sales in Boxes of 100'. Use the Sum function to calculate the totals and bold the text.

January Sales in Boxes of 100				
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Phnom Penh	55	30	75	45
Singapore	82	45	93	55
Total	447	190	413	230

Add paragraph spacing 6pt before, 6pt after.

Look at the table in Print Preview, then change the table borders to look like below:

January Sales in Boxes of 100				
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Delete the totals and re-calculate using keys.