

Computing for Historians - Exercise 1



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- Open excel and on a blank worksheet enter the following information:
 - Enter your first name in cell B2.
 - Move the mouse pointer to the fill handle of B2 and drag the cell along to G2
 - In cell C4 enter 'January'. Click and drag the fill handle of C4 down to C15.
 - In cell E5 enter 'Sunday' and then using the keyboard increase the range to K5. Fill the range using 'autofill' within the 'Fill Series' options.
 - Save this exercise to your H: drive folder named 'Computing for Historians' and compare it to the correct information in the demonstration at the end of the presentation for Section 1.