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Quick Tips

The screenshot shows an Excel spreadsheet titled "Departmental Sales Figures - 2006". The spreadsheet has columns for months (April, May, June) and a Totals column. The rows list departments: East, West, and South. A "Color palette" dialog box is open in the foreground, showing a grid of color swatches.

	April	May	June	Totals
East	\$23,100.00	\$28,500.00	\$40,000.00	\$191,600.00
West	\$18,500.00	\$24,700.00	\$47,000.00	\$90,200.00
South	\$15,500.00	\$20,300.00	\$34,300.00	\$191,800.00
Group Total				\$383,600.00

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Elizabeth Eisner Reding



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