**Text to Table**

Menu:

**Salads**

Chef Salad $5

Caesar Salad $6

Chicken Salad $5

Tuna Salad $4

**Soups**

Tomato $3

Chicken Noodle $4

Wedding $4

Clam Chowder $5

**Table to Text**

Menu:

**Salads**

|  |  |  |
| --- | --- | --- |
| Chef Salad |  | $5 |
| Caesar Salad |  | $6 |
| Chicken Salad |  | $5 |
| Tuna Salad |  | $4 |

**Soups**

|  |  |  |
| --- | --- | --- |
| Tomato |  | $3 |
| Chicken Noodle |  | $4 |
| Wedding |  | $4 |
| Clam Chowder |  | $5 |

**Sort**

Office Petty Cash Drawers:

|  |  |
| --- | --- |
| Sue | $34.87 |
| John | $120.34 |
| Bill | $2.95 |
| Sally | $23.87 |
| Anita | $76.86 |
| Vince | $9.20 |
| **Total** |  |

**3-Way Sort**

|  |  |  |
| --- | --- | --- |
| **First Name** | **Last Name** | **Middle Initial** |
| Bill | Smith | J |
| Bill | Smith | C |
| Andrew | Smith | L |

**Merge Cells**

|  |  |
| --- | --- |
| Anita | $76.86 |
| Bill | $2.95 |
| John | $120.34 |
| Sally | $23.87 |
| Sue | $34.87 |
| Vince | $9.20 |
| **Total** | $268.09 |

**Split Cells**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Widget 1** | **Widget 2** | **Widget 3** | **Widget 4** |
| **Qtr** |  |  |  |  |
| **Mike** |  |  |  |  |
| **Ann** |  |  |  |  |
| **Joe** |  |  |  |  |
| **Sara** |  |  |  |  |
| **Total** |  |  |  |  |