1. Open a new spreadsheet.

2. Rename the first worksheet "Bookends traffic Oct. 20."

3. In cell A1, type "Time of day." In cell B1, type "Number of customers." In cell C1, type "Total customers."

4. Select row 1, bold and center the text, and give row 1 a new background color.

5. Adjust column widths to fit cell headings.

6. Click on cell C2 and type the following equation: =SUM(B2:B7)

7. Starting in cell A2 and going down, fill in these six times of day: 8 a.m. to 9:59 a.m.; 10 a.m. to 11:59 a.m.; 12 p.m. to 1:59 p.m.; 2 p.m. to 3:59 p.m.; 4 p.m. to 5:59 p.m.; 6 p.m. to 8 p.m. (Put one time category per cell.)

8. Starting in cell B2 and going down, fill in these six numbers of customers: 27; 31; 68; 43; 64; 26.

9. Rename the second worksheet tab "AcademicApparel traffic Oct. 20."

10. Delete the third worksheet.

11. In cell A1, type "Time of day." In cell B1, type "Number of customers." In cell C1, type "Total customers."

12. Adjust column widths to fit cell headings.

13. Starting in cell A2 and going down, fill in these six times of day: 8 a.m. to 9:59 a.m.; 10 a.m. to 11:59 a.m.; 12 p.m. to 1:59 p.m.; 2 p.m. to 3:59 p.m.; 4 p.m. to 5:59 p.m.; 6 p.m. to 8 p.m.

14. Starting in cell B2 and going down, fill in these six numbers of customers: 17; 22; 34; 51; 50; 6.

15. Select all data in that second worksheet. Sort the information for "Number of customers" in descending order.

16. Print a copy of each worksheet.