FOR 240 Lab 2 - Assignment
Practicing Essential Spreadsheet Operations
Introduction to Computing in Natural Resources

Create an Excel workbook and save it as trees.xls, which should contain four worksheets. The first three worksheets are for Red Oak, Yellow Poplar, and Sugar Maple, respectively. On each sheet, you need to enter 10 trees including tree number, DBH in inches, and total height in feet. The worksheet 4 is the summary of the first three sheets. On this summary worksheet, you are required to:

- Copy the data from each individual species sheet to the summary sheet.
- Add two new columns of tree number and species on this summary worksheet.
- Split the sheet into panes and freeze the column heading.
- Name the ranges by species.

While working on these sheets, you need to practice the following spreadsheet operations:

- Name the worksheet
- Add a new sheet
- Delete a worksheet
- Change the name of a sheet
- View all the sheets
- Split panes
- Select ranges
- Select noncontiguous ranges
- Annotate a cell
- Name a cell or range
- Delete the name

Please provide me a typed summary report of your working experience for the above operations together with the final summary worksheet by the beginning of lab next week.