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Let's begin with two popular keyboard shortcuts that allow us to fill down, or fill to the right: To fill adjacent cells with the contents of the

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cell above, select the cell with the data and the cells to be filled and...

To fill adjacent cells with the contents of the cell to the left, select the ...

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How To Use Excel:  
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Entering data into  
worksheet cells is  
always a three-step  
process; these

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steps are as follows: Click on the cell where you want the data to go. Type the data into the cell. Press the Enter key on the keyboard or click on another cell with the mouse.



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## Basic Tutorial for Beginners

In addition to doing pretty complex calculations, Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the -

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sign. To multiply,  
use the \* sign.

---

How to Use Excel:  
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Sometimes, Excel  
seems too good to

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to be true. Need to combine information in multiple cells? Excel... Excel Formulas. At this point, you've familiarized yourself with Excel's interface and are already flying around your... Pivot ...

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to the “Font” group  
of the “Home” tab  
on the ribbon and  
click the little  
arrow next to the

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“Borders” button.  
Right-click and  
select “Format  
Cells”. Then go to  
the “Border” tab.  
Select a thick  
border from the  
“Style” options and  
click ...

---

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## To Using Excel

Hundreds of millions of people around the world use Microsoft Excel. You can use Excel to enter all sorts of data and perform financial, mathematical or statistical calculations. 1

Range: A range in Excel is a collection of two or more

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cells. This chapter gives an overview of some very important range operations.

---

#1 Excel tutorial on the net - Excel Easy  
Step 1, Install Microsoft Office if you don't have it.  
Microsoft Excel

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Isn't available as a standalone program, but it is included in a Microsoft Office package or subscription. Step 2, Open an existing Excel document. If you want to open an existing Excel document at any time, simply double-click the document



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To question. This will bring up the document in an Excel window. Skip this step if you want to open a new document in Excel. Step 3, Open Excel. Click or double-click the Excel app icon ...

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(with Pictures) -  
wikiHow

In the above example, Excel arrived at the result of -4 using the BEDMAS rules as follows:

Brackets. Excel first carried out the operation within the brackets, C2-C4 or 5-6 for a result of -1.

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Exponents. There are no exponents in this formula, so Excel skipped this step. Division and Multiplication. ...

---

Step-by-Step Guide  
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Microsoft Excel is  
an electronic  
spreadsheet

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program that runs on a personal computer. As with a paper spreadsheet, you can use Excel to organize your data into rows and columns and to perform mathematical calculations. What is Microsoft Office? The term Microsoft

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Office refers  
Microsofts entire  
suite of office  
productivity  
applications.

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After lots of  
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of 10 activities to help introduce children to entering formulae into spreadsheets.

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Modelling Excel  
problems and  
maths  
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children to  
complete.

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You do not need to create the charts manually. Excel will create the charts for you as you create your pivot tables, change aggregate functions, apply filters, etc. The chart below was automatically created for us from the simple pivot

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chart exercise that filtered data for Alfreds Futterkiste only.

---

How to Create  
Pivot Table in  
Excel: Beginners  
Tutorial

By default, Excel summarizes your data by either summing or

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counting the items.

To change the type of calculation that you want to use,

execute the

following steps. 1.

Click any cell inside the Sum of Amount column.

---

Pivot Tables in  
Excel - Easy Excel  
Tutorial

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### VLOOKUP in Excel

Step 1: Organize the data The first step to effectively using the VLOOKUP function is to make sure your data is well organized and suitable for using the function.

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Overview, Excel  
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To insert a recipient's address from your Excel worksheet, click on Address Block from the Write & Insert Fields section. In the window that appears, choose an address block format of your

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To Using Excel

OK. An address placeholder («AddressBlock») will be inserted automatically into your letter. Step 2 – Insert greeting line

---

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Microsoft Excel is an incredibly powerful tool both for personal use and business use. But learning to use Excel can be overwhelming when you're confronted with a thousand-page guide that's talking about anything and everything under

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the sun. In *Excel for Beginners*, M.L. Humphrey walks you through the basics of using Excel by focusing on what you'll really need for day-to-day use. Topics covered include navigating Excel, inputting your data, formatting it, manipulating it,

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and printing your results. This is not a comprehensive guide, but when you're done you should know 98% of what you'll need to know to work in Excel and 100% of what you'll need on a daily basis. So what are you waiting for? Get started today.

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beginners' tutorial.  
Microsoft Excel is a  
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Application used

for collating,  
organizing and  
processing data.

This is useful for  
individuals and  
businesses to  
record data like  
income, expense,  
budget etc. and  
produce  
information. In this  
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showing you most

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of the things you need to know in your journey through Excel. In this tutorial, I will be using Microsoft Excel for windows. If you are using Excel on another operating system like Mac OS, there may be slight differences but you don't have to worry

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because 96% of what I will be showing you in this book will be applicable to the usage of Excel in other operating systems. Let us begin. Richard Steve

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opportunities to all  
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