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Excel will automatically select the data for the pivot table. Excel will

also automatically select New Worksheet as the destination for the

pivot table. 3. Click Ok. A new worksheet will be added for the pivot

table. Initially, the spreadsheet will appear blank. The PivotTable

Field List is located to the right. 4.

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Excel has several functions that can be used to remove such unwanted characters. Which function you use depends upon where the unwanted characters are located: If the unwanted characters are on the right side of your good data, use the LEFT function to remove them.

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Excel 2010 – Analysing Data Using Formulae & Pivot Tables

Page 18 2 Select all of the data in the column & then in the ' Data ' tab, select ' Text To Columns ' . 3 If the data has ' separators ' e.g. ' , ' , select ' Delimited ' , then click ' Next ' .

Excel help & learning - Microsoft Support

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course. e manual is divided into sections, each section covering
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class is designed to give a basic introduction into Microsoft Excel 2010. Throughout the class, we will progress from learning how to open Microsoft Excel to actually creating a spreadsheet. It is impossible in this amount of time to

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