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This manual provides instructions with the fundamental spreadsheet features of Microsoft Excel Topics covered in this document 2013. become more will help you proficient with the Excel application. Specific focuses include building spreadsheets, worksheet fundamenta ls, working with basic formulas, and creating charts.

Microsoft Excel 2013 Fundamentals Manual

topics, refer to the Step by Step book for each app: Microsoft Word 2016 Step by Step, Microsoft PowerPoint 2016 Step by Step, and Microsoft Outlook 2016 Step by Step, all by Joan Lambert (Microsoft

Press, 2015), and Microsoft Excel 2016 Step by Step by Curtis Frye (Microsoft Press, 2015). A listing of the contents of each book is provided at ...

Microsoft Excel Manual

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Excel Intermediate Training Packet

SECTION I: What is Excel? Microsoft Excel is a spreadsheet application that is commonly used for a variety of uses. At its core, Excel is a table consisting of rows and columns. Excel is composed of rows and columns and uses a spreadsheet to display data. Features include: calculation, graphing tools, pivot tables, and a macro programming language

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Microsoft Excel Advanced: Participant Guide 7 8. Using the Autofill handle, drag the formula down to F10. Figure 9 Data Validation Data validation is an Excel feature that you can use to define restrictions on what data can or should be entered in

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