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Microsoft Excel is the industry leading spreadsheet program, a powerful data visualization and analysis tool. Take your analytics to the next level with Excel. ... Previous versions include Excel 2016, Excel 2013, Excel 2010, Excel 2007, and Excel 2003.

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cover the fundamental usage of Excel but also include many hints and tips.

Starting Excel To start up the program: 1. Click on the Windows Start button 2.

Choose All Programs then Microsoft Office 2013 followed by Excel 2013 Tip:

To create a shortcut on the Desktop, right click on Excel 2013 then choose Send To followed by Desktop (create shortcut). You ' ll then be able to load Excel using the icon on the Desktop.

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Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

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