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Basics Inserting

Rows or Columns.

As you play

around with your

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data, you might  
find you're  
constantly  
needing to add  
more rows...

Autofill. If you  
have any basic  
Excel knowledge,  
it's likely you  
already know  
this quick  
trick. But to  
cover our  
bases,...

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you're looking  
at ...

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file. It is  
located at the  
top of the  
window. All of  
the programs in  
the Microsoft



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Office suite

have one. The ribbon has a number of tabs, each of which contains buttons, which are organized into groups. Try clicking on other tabs to view their buttons (do not click the File

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tab yet), and

then return to

Home tab. Active

Tab

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When you're

running a

calculation (or

a formula, which

we'll discuss

next), the first

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thing you need  
to type is an  
equals sign.

This tells Excel  
to get ready to  
run some sort of  
calculation. So  
when you see  
something like  
`=MEDIAN(A2:A51)`,  
make sure you  
type it exactly  
as it

is—including the

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There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the

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cell. To select one or more rows of cells, click on the row number (s). To select one or more columns of cells, click on the column letter (s). To select a group of contiguous cells, click in one . . .

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Excel organizes a data sheet by numbering the rows and lettering the columns. To select an entire row: Select the number of the row To select an



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entire column:  
Select the  
letter of the  
column.

Selecting  
Multiple Rows  
and Columns To  
select multiple  
rows or columns

1. Select the  
entire first row
2. Hold the  
Shift Key
- 3.

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□ Excel is a computer program used to create electronic spreadsheets. □ Within excel user can organize data, create chart and perform

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calculations. □

Excel is a convenient program because it allow user to create large spreadsheets, reference information, and it allows for better storage of information.

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Add Numbers With  
the SUM

Function. Adding  
rows and columns  
of numbers is  
one of the most  
common

operations in  
Excel. To make  
this job easier,  
use the SUM  
function.

Quickly Sum

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Columns or Rows

of Numbers in

Excel shows you

how to:

Understand the

SUM function

syntax and

arguments. Enter

the SUM

function.

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is one of the most popular spreadsheet applications that helps you manage data, create visually persuasive charts, and thought-provoking graphs. Excel is supported by both Mac and PC

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can also be used  
to balance a  
checkbook,  
create an  
expense report,  
build formulas,  
and edit them.

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everyday

expenses from  
monthly bills to  
weekly  
allowances.

Tackle health  
and fitness  
goals with Excel  
and be your best  
self. See how to  
use Excel for  
home, school,  
work, or your  
side hustle.



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Getting Started

Create a

Workbook: Click  
the File tab and  
select New or  
press Ctrl + N.

Double-click a  
workbook. Open a

Workbook: Click  
the File tab and  
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XML Formats

reside at the

heart of the new

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system. A

compact and

robust file

format, Office

XML Formats

allow for better

data integration

between

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documents and

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systems. Page 5:

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2016 makes it

possible to

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analyze, manage,  
and share  
information in  
more ways than  
ever before,  
helping you make  
better, smarter  
decisions.

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Toolbar Displays  
quick access to

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Commonly used

commands. 2

Title Bar

Displays the name of the application file.

3 File Tab

The File tab has replaced the Office button.

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Excel offers a variety of ways to format your spreadsheets, from basic to advanced. Since this is a beginner's guide, we will go through some simple formatting tips that you would

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likely use.

Fonts, Shading,  
and Colors No  
matter what you  
decide to use  
Excel for, basic  
formatting of  
columns, rows,  
and cells can  
help you view  
your data  
easily.

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