

## Quick Guide To Excel

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There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the 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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Moving with Keyboard. PageUp. To the previous screen. PageDown. To the next screen. Home. To the beginning of the current screen. End. To the end of the current screen. Ctrl +. To the last box containing data of the current row.

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The top row of the Excel window to the left of the centered filename contains the Quick Access toolbar with its default AutoSave, Save, Undo, and Redo command buttons. You can customize this toolbar to contain other commands that you frequently use.

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

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An Excel macro is an action or a set of actions that you can record, give a name, save and run as many times as you want and whenever you want. When you create a macro, you are recording your mouse clicks and keystrokes. When you run a saved macro, the recorded mouse clicks and keystrokes will be executed in the same sequence as they are recorded.

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It 's easy to use Excel for many of your day-to-day number-crunching tasks, like determining your business 's average sale, computing classroom grades, or forecasting college expenses. Use this handy Cheat Sheet to discover great functions and tips to help you get the most out of Excel. Excel Functions You 're Likely to Use

**Excel Formulas and Functions For Dummies Cheat Sheet**

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Use Excel table functions to de-duplicate data and make totals. Understand how Excel is used in a business context to analyze data. Create a simple sales analysis report. This course is for absolute beginners, who would like to get the "gist" of Excel, and how it's used to analyze data.

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Open Excel to a new Workbook and choose the Developer tab in the ribbon. Choose Record Macro and accept all of the default settings in the Record Macro dialog box, including Macro1 as the name of the macro and This Workbook as the location. Choose OK to begin recording the macro. Note how the button text changes to Stop Recording.

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