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function to cell C2 of the worksheet. Click on cell C2 to make it the active cell. Click on the Formulas tab of the ribbon. Click on the Date & Time option on the ribbon to open the list of date functions.

Microsoft Excel Basic Tutorial for Beginners

Buy Excel 2007 in Easy Steps by M. Price (ISBN: 9781840783179) from Amazon's Book Store. Everyday low prices and free delivery on eligible orders.

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template can work wonders for your money management, so don't feel like you have to become an Excel genius. If you never learn the other functions and options in Excel but simply follow these steps, you'll be just fine.

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

Synopsis. Excel 2007 in easy steps introduces the Ribbon interface provided by Office 2007. It shows you how to create and manipulate worksheets, starting with the basic concepts and then introducing functions and features that allow you to organize and manage vast amounts of information. It covers the Excel Table data list structures,...

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In Easy Steps Microsoft Office - In Easy Steps

Histogram in Excel 2013: Steps. Step 1: Load the Data Analysis Toolpak, if it isn't already installed. To check if the Toolpak is installed, click the "Data" tab and look to the far right; if you see Data Analysis, then the Toolpak is installed. Step 2: Enter your data into a single column.

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Excel 2007 In Easy Steps

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Excel 2007 in easy steps. [Michael Price] -- Written in concise language with easy tips, and step by step instructions follows the familiar 'easy steps' format with clear screen shot annotations. Your Web browser is not enabled for JavaScript. Some features of WorldCat will not be available.

Microsoft Office Excel 2007 Step by Step | Microsoft Press ...

Section: Excel Basics Tutorial: Excel Made Easy Excel Made Easy - A Beginner's Guide. Greetings! In this tutorial, you'll learn about workbooks and the different parts of an Excel worksheet (spreadsheet), such as

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rows, columns, and cells. We'll discuss how to insert rows and columns, and how to move around in a worksheet.

Excel 2007 in easy steps eBook by Michael Price ...

How to Find a Mean in Excel

2016-2013: Data Analysis. Step 1:

Click the "Data" tab and then click "Data Analysis." If you don't see the data analysis option, load the ToolPak.

Step 2: Click "Descriptive Statistics" and then click "OK.". Step 3: Click the Input Range box and then type the location for your data.

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Follow these steps to locate data in a worksheet: Choose Find & Select in the Editing group on the Home tab, and then select Find (or press Ctrl+F).

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The Find and Replace dialog box appears, with the Find tab on top. In the Find What box, enter the data you want to locate.

In Easy Steps Excel 2007 in easy steps - In Easy Steps

Step 1, Become familiar with general Microsoft Office 2007 features. Learn how to save and open files, use the help features, print and do other common Office tasks before learning more about how to use Excel 2007. Step 2, Click on a cell with the left mouse button. Enter desired text or numbers into the cell. Click another cell or press enter to finish. Step 3, Make cells wider or longer as necessary. Click on a line between columns or rows and hold the left mouse key down until the pointer ...

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