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topics, refer to the Step by Step book for each app: Microsoft Word 2016 Step by Step, Microsoft PowerPoint 2016 Step by Step, and Outlook 2016 Step by Step, all by Joan Lambert (Microsoft Press, 2015), and Microsoft Excel 2016 Step by Step by Curtis Frye (Microsoft 2015). A listing of the contents of each book is provided at ...

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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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Excel has several functions that can be used to remove such unwanted characters. Which function you use depends upon where the unwanted characters are located: If the unwanted characters are on the right side of your good data, use the LEFT function to remove them.

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other functions. ...

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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
consisting of rows and columns. Excel is composed of rows and columns and uses a spreadsheet to display data. Features include: calc
graphing tools, pivot tables, and a macro programming language

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