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allow us to fill down, or fill to the right: To fill adjacent cells with the contents of the cell above, select the cell with the data and the cells to be filled and... To fill adjacent cells with the

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This course aims to give  
students the basics of  
Microsoft Excel tips and  
tricks. Table of contents.

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General Uses for Excel.  
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Excel formulas can be used for basic number crunching, such as addition or subtraction, as well as more complex calculations, such



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as finding a student's average on test results and calculating mortgage payments. Formulas in Excel always begin with an equal sign (=). The equal sign is always typed into the cell where you want the answer to

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appear.

Microsoft Excel Basic  
Tutorial for Beginners

In the above example, Excel arrived at the result of -4 using the BEDMAS rules as follows: Brackets. Excel

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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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The Excel AND function is a logical function used to require more than one condition at the same time. AND returns either TRUE or FALSE. To test if a number

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in A1 is greater than zero  
and less than 10, use  
`=AND(A1>0,A1...`

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who are thinking about a  
longer Excel course, but who  
aren't sure that Excel is

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powerful tool for getting  
meaning out of vast amounts  
of data. But it also works  
really well for simple  
calculations and tracking

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almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text, or formulas.

Basic tasks in Excel - Excel

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Microsoft Excel is an electronic spreadsheet program that runs on a personal computer. As with a paper spreadsheet, you can use Excel to organize your data into rows and columns and to perform mathematical

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calculations. What is Microsoft Office? The term Microsoft Office refers Microsofts entire suite of office productivity applications.

Microsoft Excel 2016 Step-by-  
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engine to do a web search on  
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