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For Beginners #1

- Overview

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Data Analysis:

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Examples): HCC

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To Ask Hiring

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20 Tricks \u0026

Shortcuts That

Can Make Anyone

An Excel Expert

Vlookup simply

explained

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1 How to Pass an

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Table Tips

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For Microsoft

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Opening Guide

Microsoft Excel:

To get started with Microsoft Excel (often called "Excel"), you will need to locate and open the program on your computer.

To open the program, point to Excel's icon on the desktop

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with your mouse
and double-click
on it with the
left mouse
button.

EXCEL BASICS: MICROSOFT OFFICE 2010

When using
Charts or Graphs
in Excel,
swapping the X
and Y axis can

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change the appearance of the graphs. The following steps explain how to swap the data :

1. Select which graph you wish to alter. -In this case, select the bar graph.
2. Click on the Design

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tab. 3. In the

Ribbon, click on
Switch

Row/Column 4.

**Microsoft Excel
2010 Basic
Instructions for
Beginners : 23**

...

To give a simple
illustration:

The formula: Is
equivalent to

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the function: =
12 + 195 + 67 -
43 = SUM(12,
195, 67, -43) =
(B3 + B4 + B5 +
B6) =SUM(B3:B6)
= (B3 + B4 + B5
+ B6) / 4 =
AVERAGE (B3:B6)

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MS Excel 2010
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Technology,

University of

Cape Town.

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Guide. STUDY.

PLAY. Worksheet.

An Excel ____

allows data to

be easily summed

and charted.

Name. The ____

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box displays the active cell reference. Text is _____ used to place titles on worksheets. The Cancel box and the Enter box.

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the credential
that proves it!
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Excel Made Easy
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Guide.

Greetings! In
this tutorial,
you'll learn

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about workbooks
and the
different parts
of an Excel
worksheet
(spreadsheet),
such as rows,
columns, and
cells. We'll
discuss how to
insert rows and
columns, and how
to move around
in a worksheet.

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Microsoft Excel
is an extremely
robust tool.

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situation,
Microsoft is
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several
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certification
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more. The core-
level Microsoft

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2010 user should be able to navigate

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software at the feature and functional level. They

should be familiar with and know how to use at least 80

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percent of the features and capabilities of Microsoft Office Excel 2010.

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in mind that the
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toolbar in Study Guide

Microsoft Excel 2010 is exactly the same as the one used for Microsoft Word 2010. The biggest difference between the two programs is that, in Excel, the format is set for each

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individual cell.

So if you change the font and applied the bold option in cell C5,

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