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Ms Excel 2015 Training Manual

Excel organizes a data sheet by numbering the rows and lettering the columns. To select an entire row: Select the number of the row To select an entire column: Select the letter of the column. Selecting Multiple Rows and Columns To select multiple rows or columns 1. Select the entire first row 2. Hold the Shift Key 3.

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Level 1 - Mount Allison University

Microsoft PowerPoint 2016 Step by Step, and Microsoft Outlook 2016 Step by Step, all by Joan Lambert (Microsoft Press, 2015), and Microsoft Excel 2016 Step by Step by Curtis Frye (Microsoft Press, 2015). A listing of the contents of each book is provided at the end of this book. xi
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Select the cell you want to format > F2 to edit the cell > highlight the text you want to change > For Excel 2007+ use the formatting tools on the Home tab of the ribbon or for Excel 2003 use the formatting icons on the toolbar. Move, insert and copy columns, rows and cells using the Mouse + SHIFT or CTRL.

Microsoft Excel Tips & Tricks - Queen's University

As you move and copy formulas, Excel automatically adjusts the part of the cell reference in the formula that changes as you move down or to the right. For example, when you copy a formula from a cell to columns to the right, Excel changes the column letters in the formula without touching the row numbers.

Microsoft Excel 2013 Fundamentals Manual

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Training - Office.com

Microsoft Excel Advanced: Participant Guide 6 5. In the Home tab of the ribbon, click the arrow beneath the Paste icon. 6. Select Paste Values from the drop down menu. The newly pasted values do not contain the formulas and will not disappear when you delete the original set of Social Security numbers.

Microsoft Excel: Advanced - Towson University

EXCEL TRAINING MANUAL 1.3.4 ENJOY POWERFUL AND IMPROVED TABLE FEATURES Create, filter, format and expand multiple tables with a set of formulas since Microsoft excel has improved features for tables. For instance, if you want to view data in an extended table, Office Excel keeps table headers in view as you scroll. 1.3.5 SHARE SPREADSHEETS

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