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Entering data into worksheet cells is always a three-step process; these steps are as follows: Click on the cell where you want the data to go. Type the data into the cell. Press the Enter key on the keyboard or click on another cell with the mouse.

Microsoft Excel Basic Tutorial for Beginners

Curt Frye is the author of more than 30 books, including Microsoft Excel 2016 Step by Step and Microsoft OneNote Step by Step for Microsoft Press. He has also created and recorded more than 60 online training courses for lynda.com and LinkedIn Learning,

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show you exactly what to do, step by step. Quickly set up workbooks, enter data, and format it for easier viewing

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In the above example, Excel arrived at the result of -4 using the BEDMAS rules as follows: Brackets. Excel 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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bring up the document in an Excel window. Skip this step if you want to open a new document in Excel. Step 3, Open Excel. Click or double-click the Excel app icon ...

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Microsoft Excel 2016 Step-by-Step Guide

Curt Frye is the author of more than 30 books, including Microsoft

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