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keyboard shortcuts that  
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  
contents of the cell to the  
left, select the ...

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Essential Must-Knows for  
Basic Excel Navigation:

Excel Functions and Formula:

While this blog post places more focus on Excel navigation and familiarity rather than learning about functions and formulating data input, it is important to have a basic understanding of what these are.

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BULL?~~

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



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data into rows and columns  
and to perform mathematical  
calculations. What is  
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Microsoft Office refers  
Microsofts entire suite of  
office productivity  
applications.

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Saving and sharing your work  
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1. Install Microsoft Office if you don't have it. Microsoft Excel isn't available as a standalone program, but it is... 2. Open an existing Excel document. If you want to open an existing Excel document at any time, simply double-click the... 3. Click or double-click the Excel ...

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Enter cell references with pointing. Start your formula with an = sign, select a cell, enter an operator (+, \*, etc.), select another cell, etc. Excel calculates results using the BEDMAS

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rule: Brackets, Exponents,  
Division and Multiplication,  
Addition and Subtraction.

This article explains how to  
create formulas using  
Microsoft Excel.

## ~~How to Create Formulas in Excel~~

Microsoft Excel Online is a  
free, online version of  
Excel that includes the  
functions, chart tools, and  
more that you'd expect from  
a spreadsheet. Similar to  
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collaborate with others in  
real-time, gather answers in  
an online survey, and crunch  
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Scientists And SUM function  
syntax and arguments. Enter  
the SUM function.

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the start-up window and  
learning the functions of  
the Excel Standard and  
Formatting toolbars to  
create and manage your  
spreadsheets. Take advantage  
of some time-saving  
shortcuts for editing and  
entering your data in Excel.  
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in Excel data tools like  
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validations and Data  
importing Master Excel's  
most popular lookup  
functions such as Vlookup,  
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