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Reference a Cell in a Formula: Type the cell reference (for example, B5) in the formula or click the cell you want to reference. SUM Function: Click the cell where you want to insert the total and click the Sumbutton in the Editing group on the Home tab. Enter the cells you want to total, and press Enter.

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Microsoft®. Excel 2016 Advanced. Quick Reference Guide. PivotTable Elements. PivotTables. Create a PivotTable: Select the data range to be used by the PivotTable. Click the Insert tab on the ribbon and click the PivotTable button in the Tables group. Verify the range and then click. OK.

Microsoft Excel 2016 Advanced Quick Reference

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

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

Microsoft Excel 2016 Step-by-Step Guide

The following list shows an array of Excel functions used by one and all. Check here for a quickie reference to the purpose of each Excel function. Excel Function. Description. SUM. Calculates the sum of a group of values. AVERAGE. Calculates the mean of a group of values. COUNT.

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Excel can help you do simple arithmetic like

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adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign.

The Ultimate Guide to Using Microsoft Excel

Keyboard shortcuts in the Paste Special dialog in Excel 2013 In Excel 2013, you can paste a specific aspect of the copied data like its formatting or value using the Paste Special options. After you've copied the data, press Ctrl+Alt+V, or Alt+E+S to open the Paste Special dialog. Tip: You can also select Home > Paste > Paste Special.

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Keyboard shortcuts in Excel - Office Support

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