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Log into an IT Lab PC as usual and start up Excel 2013: 1. Click on the Start button, choose All Programs then Microsoft Office 2013 and Excel 2013 2. Click on Open Other Workbooks (or you can use <Ctrl o>) then Computer and [Browse] 3.

Microsoft Excel 2013 An Intermediate Guide

cover the fundamental usage of Excel but also include many hints and tips. Starting Excel To start up the program: 1. Click on the Windows Start button 2. Choose All Programs then Microsoft Office 2013 followed by Excel 2013 Tip: To create a shortcut on the Desktop, right click on Excel 2013 then choose Send To followed by Desktop (create shortcut). You'll then be able to load Excel using the icon on the Desktop.

Microsoft Excel 2013 A Beginners' Guide

Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

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