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learning about functions
and formulating data
input, it is important to
have a basic
understanding of what
these are.

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electronic spreadsheet
program that runs on a
personal computer. As

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with a paper
spreadsheet, you can use
Excel to organize your
data into rows and
columns and to perform
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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 rule: Brackets, Exponents, Division and Multiplication, Addition and Subtraction. This article explains how to

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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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Add Numbers With the SUM Function. Adding rows and columns of numbers is one of the most common operations in Excel. To make this job easier, use the SUM function.

Quickly Sum Columns

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Excel shows you how
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function syntax and
arguments. Enter the
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up window and learning

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