

Excel 2010 Study Guide

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When using Charts or Graphs in Excel, swapping the X and Y axis can drastically change the appearance of the graphs. The following steps explain how to swap the data : 1. Select which graph you wish to alter. -In this case, select the bar graph. 2. Click on the Design tab. 3. In the Ribbon, click on Switch Row/Column 4.

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To give a simple illustration: The formula: Is equivalent to the function: = 12 + 195 + 67 - 43 = SUM(12, 195, 67, -43) = (B3 + B4 + B5 +

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$B6) = \text{SUM}(B3:B6) = (B3 + B4 + B5 + B6)/4 = \text{AVERAGE}(B3:B6)$ Introduction to MS Excel 2010 Page 23. 2011 Centre for Educational Technology, University of Cape Town.

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