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The Excel 2003 Program Window. When you first launch the Microsoft Office application program Excel (versions 2003 and earlier), the following program window appears, containing three blank worksheets. You can build your new spreadsheet using any of the pages, which follow the general Excel Worksheet template.

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There are hundreds of formulas and combinations of formulas that can be used in Excel spreadsheets, but since this is an Excel for beginners guide, we have narrowed it down to the most important and most basic ones.

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Excel always inserts the column to the LEFT of the column that was clicked on. As with rows, if you want to add additional columns after inserting the first column, press the F4 key. To delete a column, right-click on the column letter, and click Delete.

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