**Guidance for Topic 1 DQ 1**

1. First, make sure to enter your name in I2.

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1. Make sure to watch the video, and the next step is to enter the numbers in B6 and C6 and enter a formula in F6.

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If you need to review how to use basic Excel functions, please review this instruction by Microsoft: <https://support.microsoft.com/en-us/office/use-excel-as-your-calculator-a1abc057-ed11-443a-a635-68216555ad0a>

1. Next, highlight the answers and right-click them.

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1. Make sure to choose “Number” and “2” for decimal places.

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1. Enter any numbers from E18 to E25 and practice entering Excel formulas from H18 to H20. Make sure to use “Format cells” explained above to set the number of decimals.

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