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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Welcome to the tour.  Instructions for screen readers: Content begins in cell B6, and then continues as you move down to B7, B8 and so on. Instructions will also indicate which cells to navigate to for use of a feature, or further reading. To start, use your arrow keys to move to cell B6. | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | Take a tour | None | None | None | None | None | None | None |

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| None | Follow these simple steps to get up and running with the web version of Excel | None | None | None | None | None | None | None |

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| None | Navigate to cell B13 to start the first section. | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | Add numbers like a champ | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | Cells D14 through E17 contain data with two columns. One for Fruit, and one for Amount. | None | Fruit | Amount | None | Item | Amount | None |

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| None | 1. Select the first yellow cell, which is cell E18 | None | Apples | 50 | None | Bread | 50 | None |

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| None | 2. Then double-tap or double-click it to start editing. | None | Oranges | 20 | None | Donuts | 100 | None |

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| None | 3. Type =SUM(E15:E17) and then press Enter. | None | Bananas | 60 | None | Cookies | 40 | None |

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| None | 4. The result is 130. | None | None | None | None | None | None | None |

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| None | Cells D20 through E23 contain data with two columns. One for Item, and one for Amount. | None | None | None | None | None | None | None |

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| None | 1. Now trying something a little different. Select the second yellow cell, which is cell E24. | None | Item | Amount | None | None | None | Cells G14 through H17 contain data with two columns. One for Item, and one for Amount. KEYBOARD TRICK: On some external keyboards, pressing ALT = adds the SUM formula for you, just like that. Then press Enter and you're good to go. Try it out in cell H18. When you're done, go to cell B31 to continue on to the next section. |

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| None | 2. Then double-tap or double-click it to start editing. | None | Bread | 40 | None | None | None | None |

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| None | 3. Type =SUMIF(E21:E23,">50") | None | Donuts | 100 | None | None | None | None |

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| None | 4. Press Enter. | None | Cookies | 20 | None | None | None | None |

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| None | 5. The result is 100. | None | None | None | None | None | None | None |

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| None | Go to cell I20 to learn a keyboard trick. Or go to cell B31 to continue on to the next section. | None | None | None | None | None | None | None |

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| None | But don't stop there, scroll down for more! | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | Split cells with Flash Fill | None | None | None | None | None | None | None |

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| None | Cells D32 through F38 contain data with three columns: Name/Points, Name, and Points. | None | Name/Points | Name | Points | None | None | None |

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| None | 1. The cells in the second column need more names after Nancy. | None | Nancy, 500 pts. | Nancy | 500 | None | None | None |

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| None | 2. Select cells E33 through E38, including the cell with Nancy. | None | Joe, 300 pts. | None | None | None | None | None |

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| None | 3. On the Data tab, select Flash Fill. | None | Marc, 200 pts. | None | None | None | None | None |

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| None | 4. Excel fills the blank cells with just the names from the first column. | None | Sue, 800 pts. | None | None | None | None | HOW DOES IT WORK? Excel looks at a nearby cell, and picks up on any similarities. Then it looks to see if that same similarity is in the cells below. If it finds the same pattern, it will do a "Flash Fill." Go to cell B48 to continue on to the next section. |

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| None | 5. The third column needs just the points from the first column. | None | Tim, 750 pts. | None | None | None | None | None |

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| None | 6. Select cells F33 through F38, including the cell with the number 500. | None | Eve, 950 pts. | None | None | None | None | None |

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| None | 7. On the Data tab, select Flash Fill. | None | None | None | None | None | None | None |

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| None | 8. Excel fills the blank cells with just the numbers from the first column. | None | None | None | None | None | None | None |

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| None | Go to cell I36 to learn more about Flash Fill. Or go to cell B48 to continue on to the next section. | None | None | None | None | None | None | None |

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| None | Good job! Next up: Filtering. | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | Filter data to see what you want | None | None | None | None | None | None | None |

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| None | Cells D49 through F60 contain data with three columns: Subject, Building, Students | None | Subject | Building | Students | None | None | EXTRA CREDIT: After step 9, try sorting. Go to cell D49, E49, or F49 and select the Filter & Sort button. Then choose a sort option. When you're done, go to cell B66 to continue on to the next section. |

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| None | 1. Notice in cells E50 through E60, classes can either be in building A or B. | None | Calculus | B | 22 | None | None | None |

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| None | 2. Select any cell within the data. For example, select cell E54. | None | Health | B | 21 | None | None | None |

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| None | 3. On the Data tab, select Filter. | None | Algebra | B | 25 | None | None | None |

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| None | 4. Filter & Sort buttons activate on the top row. They look like small down arrows. | None | French | A | 14 | None | None | None |

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| None | 5. On the Building cell, select the Filter & Sort button, and then select Filter... | None | P.E. | A | 12 | None | None | None |

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| None | 6. Uncheck the (Select all) box, and check the box for A. Select OK. | None | English | A | 19 | None | None | None |

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| None | 7. The filter only includes rows with building A, and excludes building B. | None | Spanish | A | 16 | None | None | None |

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| None | 8. Now clear the filter. On the Building cell, select the Filter & Sort button. | None | Physics | A | 17 | None | None | None |

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| None | 9. Select Clear Filter from 'Building.' | None | Music | A | 30 | None | None | None |

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| None | Go to cell I49 to do some extra credit. Or go to cell B66 to continue on to the next section. | None | Chemistry | A | 18 | None | None | None |

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| None | Nice going. We cover tables next… | None | French | A | 14 | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | Use tables for lists and data | None | None | None | None | None | None | None |

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| None | Cells D67 through F73 contain data with three columns: Category, Qtr 1, Qtr 2 | None | Category | Qtr 1 | Qtr 2 | None | None | None |

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| None | 1. Select any cell within the data to the right. For example, select cell E70. | None | Veggies | 30000 | 80000 | None | None | None |

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| None | 2. On the Insert tab, select Table, and then select OK. | None | Fruit | 10000 | 30000 | None | None | None |

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| None | 3. Now you have a table, which is a range of cells that has special features. | None | Breads | 30000 | 15000 | None | None | None |

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| None | 4. Two of those features include banded rows for easier reading, and Filter & Sort buttons. | None | Desserts | 25000 | 80000 | None | None | None |

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| None | 5. In cell D74, under Salads, type some text (anything) and press Enter. | None | Sandwich | 80000 | 40000 | None | None | None |

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| None | 6. A new shaded row is created automatically. | None | Salads | 90000 | 35000 | None | None | CHECK THIS OUT: After you do step 8, select cell G68. Then type =SUM(E68:F68). When you press Enter, the SUM formula will be created, and fill in the rest of the column. To continue on to the next section, go to cell B83. |

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| None | 7. In cell G67, type Total and then press Enter. | None | None | None | None | None | None | None |

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| None | 8. Notice a new column is created. | None | None | None | None | None | None | None |

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| None | Go to cell I73 to do some extra credit. Or go to cell B83 to continue on to the next section. | None | None | None | None | None | None | None |

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| None | Great work. Curious how to make charts? Scroll down… | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | None | None | None | None | None | None | None | None |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| None | None | None | None | None | None | None | None | None |

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| None | Create a chart, quickly | None | None | None | None | None | None | None |

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| None | Cells D85 through E90 contain data with two columns: Day, and Attendance. | None | Event attendance | None | None | None | None | None |

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| None | 1. Select any cell within the data to the right. For example, select cell E88. | None | Day | Attendance | None | None | None | None |

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| None | 2. On the Insert tab, select the Column button. | None | Day 1 | 500 | None | None | None | None |

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| None | 3. Select the first column chart option. | None | Day 2 | 800 | None | None | None | None |

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| None | 4. A chart appears showing number of event attendees on each day. | None | Day 3 | 1000 | None | None | None | None |

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| None | 5. Make sure the chart is still selected. | None | Day 4 | 1100 | None | None | None | None |

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| None | 6. Notice the Chart Tools tab at the top. | None | Day 5 | 100 | None | None | None | None |

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| None | 7. On that tab, select Data labels > Inside End. | None | None | None | None | None | None | None |

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| None | 8. Now you have data labels at the end of each column. | None | None | None | None | None | None | None |

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| None | Or go to cell B100 to continue on to the next section. | None | None | None | None | None | None | None |

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| None | Interested in more charts? Check out the next section… | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | Explore more charts | None | None | None | None | None | None | None |

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| None | Cells D102 through E106 contain data with two columns: Stage and Students. | None | College student funnel | None | None | None | None | None |

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| None | 1. Select a cell anywhere inside the Stage or Students columns. | None | Stage | Students | None | None | None | None |

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| None | 2. On the Insert tab, select Other Charts > Funnel. A funnel chart appears. | None | Applied | 1000 | None | None | None | None |

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| None | 4. Notice how the chart shows the number of students at each stage in the process. | None | Admitted | 700 | None | None | None | None |

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| None | 5. Move the chart to the side or delete it to make room for the next step. | None | Major chosen | 610 | None | None | None | None |

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| None | Cells D109 through E114 contain data with two columns: Activities and Kids. | None | Graduated | 520 | None | None | None | None |

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| None | 1. Now you'll make a different kind of chart. | None | None | None | None | None | None | None |

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| None | 2. Select a cell anywhere inside the Activities or Kids columns. | None | What do kids do after school? | None | None | None | None | None |

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| None | 3. On the Insert tab, select Other Charts. | None | Activities | Kids | None | None | None | None |

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| None | 4. Select the first hierarchical chart option. | None | Sports | 15 | None | None | None | None |

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| None | 5. The result is a treemap chart. | None | Drama | 10 | None | None | None | None |

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| None | A treemap chart shows rectangles and sizes them proportionally to the number of kids. | None | Singing | 8 | None | None | None | None |

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| None | Go to cell B120 to continue on to the next section. | None | Dance | 5 | None | None | None | None |

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| None | Nice work. Ever need to work with others at the same time? Read on… | None | Other | 24 | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | Work with other people on the same file | None | None | None | None | None | None | None |

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| None | Picture shows cells selected by different people. Each selected cell is a different color. | None | None | None | None | None | None | None |

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| None | You and other people can work on a file at the same time. This is called co-authoring. | None | None | None | None | None | None | None |

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| None | When you're ready to co-author, you select the Share button in the upper-right corner. | None | None | None | None | None | None | None |

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| None | At that point, you can invite people into the file by typing email addresses. | None | None | None | None | None | None | None |

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| None | Go down to the next cell continue. | None | None | None | None | None | None | None |

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| None | When you're done inviting people, three things happen: | None | None | None | None | None | None | None |

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| None | • They'll get an email message inviting them to work on the file. | None | None | None | None | None | None | None |

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| None | • When they select a link in the message, a web browser will open with the file. | None | None | None | None | None | None | None |

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| None | • At that point, they can work on the file at the same time as you. | None | None | None | None | None | None | None |

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| None | Go down to the next cell continue. | None | None | None | None | None | None | None |

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| None | Can they co-author using other versions of Excel? Yes, they can. | None | None | None | None | None | None | None |

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| None | See the link at the bottom of this tour for more information. | None | None | None | None | None | None | None |

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| None | Go to cell B139 to continue on to the next section. | None | None | None | None | None | None | None |

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| None | You've almost made it…. | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | None | None | None | None | None | None | None | None |

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| None | You're done! | None | None | None | None | None | None | None |

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| None | Go down to the next cell continue. | None | None | None | None | None | None | EXPERT TIPS: Want to learn more? Press Alt+Q if you're using an external keyboard. If you're not using an external keyboard, click in the Tell me ... box at the top of Excel. (The one with the lightbulb.) And type something. Anything: "charts" "freeze" or "comment." To continue on to the next section, go to cell B144. |

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| None | There's more to learn. Check out these helpful links. | None | None | None | None | None | None | None |

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| None | Go down to the next cell continue. | None | None | None | None | None | None | None |

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| None | LinkedIn Learning | None | None | None | None | None | None | None |

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| None | Video courses for all levels—from beginner to advanced. Take at your own pace. | None | None | None | None | None | None | KEYBOARD TRICK: Here's another trick for people using external keyboards on Windows devices. Press and hold ALT, then press the Windows key. Let go. Key tips will appear in black squares for each tab. Type F to access the File tab, or H to access the Home tab... no need to use a mouse! To access a button, type its corresponding key tip. If you need to back out, press Esc until the key tips disappear. To continue on to the next section, go to cell B146. |

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| None | Go to cell I144 to learn a keyboard trick. Or go down to the next cell continue. | None | None | None | None | None | None | None |

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| None | Community | None | None | None | None | None | None | None |

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| None | Ask questions and connect with other Excel fans. | None | None | None | None | None | None | None |

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| None | Go down to the next cell continue. | None | None | None | None | None | None | None |

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| None | About co-authoring | None | None | None | None | None | None | None |

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| None | This article explains co-authoring in more detail. | None | None | None | None | None | None | None |

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| None | Go down to the next cell continue. | None | None | None | None | None | None | None |