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BTM 112

Remove Duplicates

1. Select range of data.
2. Click on data tab and click remove duplicates.
3. Unchecked column B.

A screenshot of a cell phone

Description automatically generated

1. Click okay, 2 duplicates were removed

What are the subtotals of Final Cost for the following categories of items:

Flour

Icing

Mix

1. Sort Item description with alphabetical order.A screenshot of a cell phone

   Description automatically generated
2. Separate the item description using Text to columns (Item category|Item description).
3. To total each categories final cost, use Sum function for Final Cost.
4. A screenshot of a cell phone

   Description automatically generatedA screenshot of a cell phone

   Description automatically generated

Review

Review Tab ->Spell checkA screenshot of a computer

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Make necessary adjustments if needed.

Adding a chart

Select my totals in the category A screenshot of a computer

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