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Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

USER GUIDE SOFTWARE/HARDWARE MODULE: Microsoft Excel XP Objective 1 Understand the basic components of an Excel spreadsheet Task 1.1 Define the purpose and uses of a spreadsheet Task 1.2 Define a column, row, and cell Task 1.3 Navigate within a spreadsheet using directional keys and the name box Task 1.4 Work with multiple worksheets

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Excel 2010 – Analysing Data Using Formulae & Pivot Tables Page 1 INTRODUCTION This guide covers the analysis of data using formulae, functions & pivot tables, within Excel 2010. To obtain maximum benefit from attending this training session, you should have attended an introductory course or be an existing user of Excel.

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