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Microsoft Excel User Guide

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

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2.1.3 Highlight Cells B1, C1 and D1, right click and select format cells 2.1.4 From the Alignment Tab, click on the Merge Cells box 2.1.5 Change the font to Bold, size 14. Use AutoFill to Enter Series. You can use the AutoFill feature of Excel to automatically fill in a series of numbers, dates, or other items.

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Page 8: Create Better Spreadsheets, Enhanced Interface With More Room To Work, Microsoft Office Fluent User Interface. Important features are organized and presented in context. For example, when you are writing a formula to calculate a value, Office Excel 2007 displays the Formulae tab and toolset to help you in your selection.

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Microsoft Excel 2013 Fundamentals Manual

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