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these steps are as follows: Click on the cell where you want the data to go. Type the data into the cell. Press the Enter key on the keyboard or click on another cell with the mouse.

Microsoft Excel Basic Tutorial for Beginners

Curt Frye is the author of more than 30 books, including Microsoft Excel 2016 Step by Step and Microsoft OneNote Step by Step for Microsoft Press. He has also created and recorded more than 60 online training courses for lynda.com and LinkedIn Learning, including Office 365 for Mac: Excel Essential Training, Excel: Scenario Planning and Analysis, Excel: Statistical Process Control, and ...

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Open up Microsoft Excel 2007.
Each cell in a spreadsheet can
hold one of three things: A
number Text (often referred to as
a label) A formula (which always
starts with an = sign). Move the
cursor into cell A1 and type in the
label Multiplying two numbers.
Move the cursor into cell A2 and
enter a number. Repeat this for
cellA3.

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In the above example, Excel arrived at the result of -4 using the BEDMAS rules as follows:
Brackets. Excel first carried out the operation within the brackets, C2-C4 or 5-6 for a result of -1.
Exponents. There are no exponents in this formula, so Excel skipped this step. Division and Multiplication. ...

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Step 2, Open an existing Excel document. If you want to open an existing Excel document at any time, simply double-click the document in question. This will bring up the document in an Excel window. Skip this step if you want to open a new document in Excel. Step 3, Open Excel. Click or double-click the Excel app icon ...

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Open Excel by using the Start menu or by double-clicking the Desktop icon for Excel 2016. Title Bar 1. Note the Title Bar section which has window controls at the right end, as in

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