

Microsoft Excel Quick Reference Guide

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Reference a Cell in a Formula: Type the cell reference (for example, B5) in the formula or click the cell you want to reference. SUM Function: Click the cell where you want to insert the total and click the . Sum. button in the Editing group on the Home tab. Enter the cells you want to total, and press . Enter. MIN and MAX Functions: Click the cell where

Microsoft Excel 2019 Basic Quick Reference

want to reference, and press . Enter. COUNT Function: Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the . Sum. on list arrow on the Home tab and select . Enter the cell range you want to reference, and press . Enter. Complete a Series Using AutoFill: Select the

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PivotTable Elements PivotTables Create a PivotTable: Select the data range to be used by the PivotTable. Click the Insert tab on the ribbon and click the PivotTable button in the Tables group. Verify the range and then click OK. Add Multiple PivotTable Fields: Click a field in the

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want to reference, and press Enter. COUNT Function: Click the cell where you want to place a count of the number of cells in a range that contain numbers. Click the Sum button list arrow on the Home tab and select Count Numbers. Enter the cell range you want to reference, and press Enter. Complete a Series Using AutoFill: Select the

Microsoft Excel 2016 Basic Quick Reference

Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign. To divide, use the / sign. To use exponents, use the ^ sign. Remember, all formulas in Excel must begin with an equal sign (=).

The Ultimate Guide to Using Microsoft Excel

The following list shows an array of Excel functions used by one and all. Check here for a quickie reference to the purpose of each Excel function. Excel Function. Description. SUM. Calculates the sum of a group of values. AVERAGE. Calculates the mean of a group of values. COUNT.

Excel Formulas and Functions For Dummies Cheat Sheet

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Microsoft Excel is an electronic spreadsheet program that runs on a personal computer. As with a paper spreadsheet, you can use Excel to organize your data into rows and columns and to perform mathematical calculations. What is Microsoft Office? The term Microsoft Office refers Microsofts entire suite of office productivity applications.

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