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An Excel worksheet, or spreadsheet, is a two-dimensional grid with columns and rows. Look at the spreadsheet below. The column names are letters of the alphabet starting with A, and the rows are numbered chronologically

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Starting with the number one. The cells in the first row are A1, B1, C1, and so on.

[Excel Made Easy: a Beginner's Guide to using Microsoft Excel.](#)

Microsoft Excel is an electronic spreadsheet program that runs

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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

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Whatever the case may be, Excel's sort feature will help you alphabetize any list. Click on the data in the column you want to sort. Then click on the "Data" tab in your toolbar and look for the "Sort" option on the left. If the

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"A" is on top of the "Z," you can just click on that button once.

The Ultimate Guide to Using Microsoft Excel

Open up Microsoft Excel 2007. Each cell in a spreadsheet can hold one of three things: A number

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Text (often referred to as a label) A formula(which always starts with an = sign). Move the cursor into cell A1and type in the label Multiplying two numbers.

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Excel is an

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electronic spreadsheet program that is used for storing, organizing and manipulating data. Data is stored in individual cells that are usually organized in a series of columns and rows in a worksheet; this collection of

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columns and rows is referred to as a table. Lifewire / Adrian Mangel

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