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Entering data into worksheet cells is always a three-step process; 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 cell A3.

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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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Microsoft Excel 2016 Step-by-Step Guide

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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