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Tutorial - Beginners

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~~Tables in 6 Minutes
(Microsoft Excel)~~

*Gantt Chart Excel
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Chart in Microsoft
Excel 2013*

**How to
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Excel Tutorial**

~~Pivot Table Excel
Tutorial~~ *How to
make Macro
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TECH-005 -

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Formula: Simple to
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~~AND, OR functions)~~

~~How to build~~

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~~Dashboards~~

Vlookup simply

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~~Introduction to~~

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~~Charts, and~~

~~Dashboards in~~

~~Excel (Part 1)~~

PivotTables \u0026

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Examples for WAAT

Accounting

Seminar August 26,

2016 Pivot Table

with Progress Chart

and Dashboard **10**

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Excel 2016 Basics:

SUM, MIN,

AVERAGE, COUNT

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Sheets: this is the

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There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more rows of cells, click on the row number (s). To select one or more columns of

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Excel, click on the
column letter (s).

To select a group
of contiguous cells,
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1 Ribbon: Excel selects the ribbon's Home tab when you open it. Learn how to collapse and customize the ribbon. 2

Workbook: A workbook is

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another word for
your Excel file.

When you start
Excel, click Blank
workbook to create
an Excel workbook
from scratch. 3

Worksheets: A
worksheet is a
collection of cells
where you keep
and manipulate the
data. Each Excel
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Writing a formula
in Excel is easy.

Here are 3 basic
rules to remember
before you write a
formula: A formula
always begins with
the equal sign (=)

All built-in
functions (like
SUM()) always

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have parenthesis
after the function's
name and after all
the arguments
have been passed
to that function
(more on
arguments later)

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for Beginners |
Spreadsheets
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These videos will

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show how to use to use Microsoft Excel, step-by-step. They will include videos on: Formulas, Formatting, Functions, Sorting, Filtering, Subtotals, Pivot Tables, Charts, Data Analysis, Macros, and many other topics. Microsoft

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Introductory. Excel
2013, Excel 2016,
Excel 2007.

Microsoft Excel for
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Mary Tugbeh-

Brooks

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1 Create a Macro:

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With Excel VBA you can automate tasks in Excel by writing so called macros.

In this chapter, learn how to create a simple macro. 2

MsgBox: The

MsgBox is a dialog box in Excel VBA

you can use to inform the users of your program. 3

Workbook and

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Worksheet Object:

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