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To insert a new row in a spreadsheet, right-click on a row number, and click Insert. Excel always inserts the row ABOVE the row that was clicked on. If you want to continue inserting rows, press the F4 key to insert each

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additional row. To delete a row,
right-click on the row number,
and click Delete.

*Excel Made Easy: a Beginner's
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Excel is an electronic spreadsheet
program that is used for storing,

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

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you need to get up and running with Microsoft's popular spreadsheet software. This article applies to Excel 2019, Excel 2016, Excel 2013, Excel 2010, Excel for Mac, and Excel for Android.

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Page 23/42

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Page 33/42
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subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign.

*The Ultimate Guide to Using
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Beginners Page 34/42

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online, then you are at the right place. Excel is used for many purposes. You can store your confidential financial data as well as numerical data. Apart from storing the data, you can also retrieve and manipulate data.

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*Excel Tutorial Step by Step [FREE]
Guide for Beginners*

You decide to use an Excel spreadsheet to accomplish this.

1.) In cells A1-A16, enter the following text in order starting at the top of the column, moving downward: Student, Heather A.,

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Ryan A., Jack C., Colleen D., Phil
E., Sara F., Tom G., Paulene G.,
Tim H., Dan I., Brian K., Forrest L.,
Morgan M., Danielle N., Beatrice
S., and Class Average

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In other words, we do not want to limit them for finding matches to just the values present in the column that are 1, 10, 100, 1000, 10000. Here are the steps: Step 1) Click on the cell where the VLOOKUP function needs to be applied i.e. Cell reference 'I2'.

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Step 2) Enter '=VLOOKUP()' in
the cell.

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