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# Excel The Ultimate Beginners Guide

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underutilized tool called Excel! May your Excel journey enrich your life! To my wife, Leyre, who has supported me, kept me on the straight and narrow, focused and helped raise our two beautiful children in Mikel and Anne The information contained in this guide is for informational purposes only No part of this publication shall be

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Excel 2003 use the formatting icons on the toolbar Move, insert and copy columns, rows and cells using the Mouse + SHIFT or CTRL 40 Move column, row or cells: Select the range of cells, column(s) or row(s) > hover your Microsoft Excel Tips & Tricks

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Microsoft Excel Advanced: Participant Guide 6 5 In the Home tab of the ribbon, click the arrow beneath the Paste icon 6 Select Paste Values from the drop down menu The newly pasted values do not contain the formulas and will not disappear when you delete the original set of Social Security numbers

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About the Tutorial VBA stands for Visual Basic for Applications, an event-driven programming language from Microsoft It is now predominantly used with Microsoft Office applications such as MS-Excel, MS-Word and MS-Access This tutorial teaches the basics of VBA Each of the sections contain related topics with simple and useful examples Audience

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