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Summary Microsoft
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presents the relevant tools you need when you need them. New formatting tools, new charts, expanded row counts, and Page Layout View will enable you to create better and bigger spreadsheets faster.

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Excel 2007 Updated by
Rachael Steller

(Summer 2008) 1

Microsoft Office Excel
is a powerful tool used
to create and format
spreadsheets.

Spreadsheets allow
information to be
organized in rows and
tables and analyzed
with automatic
mathematics.

Spreadsheets are
commonly be used to
perform many different
types of calculations.

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4 Overview of Microsoft Office Excel 2007. 4. Create Better Spreadsheets. 5. Improve Spreadsheet Analysis. 6. Share Information With Customers and Partners. 7. Manage Information More Effectively.

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Microsoft Excel is a
program that provides
worksheets comprised
of rows and columns.
Data can be stored in
the worksheet, also

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called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other functions.

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multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign. To divide, use the / sign. To use exponents, use the ^ sign. Remember, all formulas in Excel must begin with an equal sign (=).

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