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Entering Data Into Your Worksheet. 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

Series: In Easy Steps; Paperback: 192 pages; Publisher: In Easy Steps Limited (April 10, 2007) Language: English; ISBN-10: 1840783176; ISBN-13: 978-1840783179; Product Dimensions: 6.8 x 0.2 x 8.8 inches Shipping Weight: 15.2 ounces (View shipping rates and policies) Customer Reviews: 4.5 out of 5 stars 12 customer ratings

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Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

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