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an IT Lab PC as usual and start up Excel  
2013: 1. Click on the Start button, choose  
All Programs then Microsoft Office 2013 and  
Excel 2013 2. Click on Open Other Workbooks  
(or you can use <Ctrl o>) then Computer and  
[Browse] 3.

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cover the fundamental usage of Excel but also  
include many hints and tips. Starting Excel  
To start up the program: 1. Click on the  
Windows Start button 2. Choose All Programs  
then Microsoft Office 2013 followed by Excel  
2013 Tip: To create a shortcut on the

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