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easy tips, and step by step instructions follows the familiar easy steps' format with clear screen shot annotations.

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How to use Microsoft 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.

### **How to use Microsoft Excel 2007**

The Analysis Toolpak add-in is installed in Excel 2007 on all FuquaNet MBA PCs. If the Add-In is NOT ALREADY Installed If you're using your own computer and you do not yet have the add-in installed, follow these steps to install it: 1. Close Excel if you have it open. 2. Make your installation medium (probably a CD) available to your computer. 3.

### **A Quick Guide to Using Excel 2007's Regression Analysis Tool**

Select cell C2. Type the entire formula =A2\*B2 in the cell. Press Enter. Or. Select cell C2. Type = (equal sign). Select cell A2 in the worksheet by using the mouse or the keyboard. This action places the cell reference A2 in the formula in the cell. To start the formula, type = and then select cell A2.

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Take a look at the screenshot below. To subtract the numbers in column B from the numbers in column A, execute the following steps. 4a. First, subtract the value in cell B1 from the value in cell A1. 4b. Next, select cell C1, click on the lower right corner of cell C1 and drag it down to cell C6.

### **How to Subtract in Excel - Easy Excel Formulas**

Excel records your steps exactly — such as (Select cell C3) — but you can also record the steps relative to any current cell — such as (Go up one row and insert a blank line). To do so, click the Relative References button on the Developer tab. You can turn the Relative References feature on and off as needed while recording the macro.

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