

## Microsoft Excel 2010 Step By Step

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Format text if necessary. If you want to change the way a cell's text is formatted (e.g., if you want to change it from money formatting to date formatting), click the Home tab, click the drop-down box at the top of the "Number" section, and click the type of formatting you want to use.. You can also use conditional formatting to cause your cells to change based on factors in the spreadsheet ...

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Enter cell references with pointing. Start your formula with an = sign, select a cell, enter an operator (+, \*, etc.), select another cell, etc. Excel calculates results using the BEDMAS rule: Brackets, Exponents, Division and Multiplication, Addition and Subtraction. This article explains how to create formulas using Microsoft Excel.

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