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From Excel 2013 For Dummies. By Greg Harvey. At first glance, you might have trouble making sense of the many menus, tabs, columns, and rows of the Excel 2013 user interface. However, this Cheat Sheet will help you navigate your way by showing you keystrokes for moving the cell cursor to a new cell, simple rules of data-entry etiquette, and common causes of some formula error values.

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Then click the Subtotal command button on the Ribbon's Data tab to open the Subtotal dialog box. Here, the Dept field is selected as the field for which the subtotals are to be calculated

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in the At Each Change In drop-down list box, Sum as the function to use in the Use Function drop-down list box, and the Salary check box as the field whose values are to be summed in the Add Subtotal To ...

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Excel 2013 is a powerful spreadsheet program designed for professional use across a range of industries. The program is part of the larger Microsoft Office package. That means it is easy to import and export data between other Microsoft programs such as Word or PowerPoint. Excel 2013 allows you to enter rows and columns of data on a large grid.

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