



MICROSOFT EXCEL 2016



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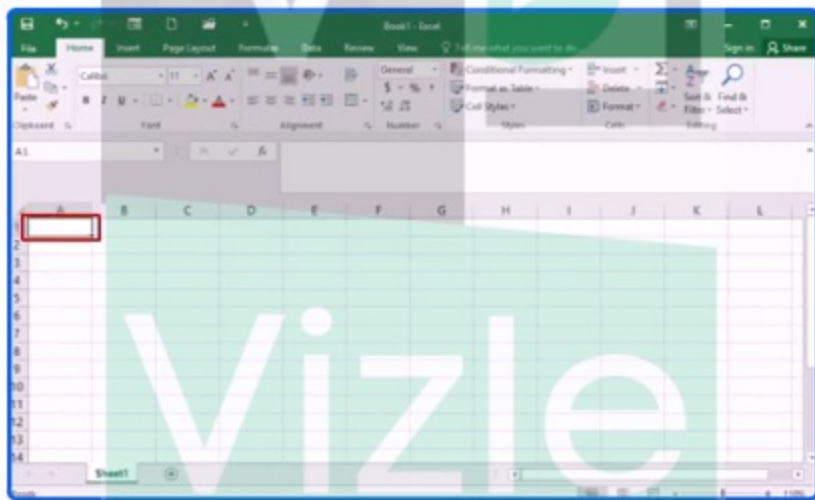
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➔ COMPONENTS OF A WORKSHEET

ACTIVE CELL

It indicates tha



ENTERING DATA


- ▶ Click on the cell A3.

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Number' group is expanded. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K
1											
2	Items	Monday	Tuesday	Wednesd.	Thrusday	Friday	Saturday				
3											
4											
5											
6											
7											
8											
9											
10											

A yellow circle with a plus sign is positioned at the bottom-right corner of the selection box around cell A3, indicating the start of a new data entry.



 **WORKING WITH WORKSHEET**

V



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