

## GUIDE TO EXCEL



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Each cell has a specific format. In Excel, a cell's format tells Excel how to display the contents of the cell. A cell's format may be different than the cell contents. For example, you may have entered 8.9521 in a cell. But if the cell was formatted to display only two decimal places, Excel will display 8.95 in that worksheet cell.

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Again, Excel will automatically detect the numbers, highlight the cells, and provide the formula. Click the Enter key to insert the average. As we mentioned in the Basic Terms for Excel section, there are many formulas and functions that you can use.

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