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Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the \* sign.

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## **Product Guide**

In Excel, seven tabs display by default: Home, Insert, Page Layout, Formulas, Data, Review and View. In addition, you can display the Developer tab, and you might see an Add-Ins tab but we won't bother with that right now. We will discuss the different tabs in the Ribbon in a later chapter.

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Since this is a beginner's guide, we will go through some simple formatting tips that you would likely use. Fonts, Shading, and Colors No matter what you decide to use Excel for, basic formatting of columns, rows, and cells can help you view your

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