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EXCEL 2007 QUICK REFERENCE GUIDE Function Library Select the Formulas Tab ->Function Library >Choose between Insert Function (editing a formula), using the AutoSum button (automatically add, plus additional functions), Financial functions, and the additional functions you see in the above screen shot.

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Arguments . 1. Click into the cell to contain the function. 2. Type = and the name of the function. 3. Type the open parenthesis. 4. Observe the tooltip . 5. Fill in the arguments or click the

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Excel Functions You're Likely to Use. Some Excel functions apply to specific subject areas, but others are general and apply to all needs. The following list shows an array of Excel functions used by one and all. Check here for a quickie reference to the purpose of each Excel function.

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