

6.14: Putting It Together- Microsoft Excel Basic Skills

Now that you understand the basics of Microsoft Excel, let us consider some ways to use this program to manage business information.

1. You could organize the coupon flyer mailing list into a table with names and addresses formatted the same.
2. You could collect annual sales data and AutoSum the monthly sales figures.
3. You could display inventory data including item, quantity, and store location.

This module focused on the basics of using Excel as an organizing tool for easy display. In our next module, we will expand our use of Excel to more advanced features.

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