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2. Open Excel Practice File.xlsx, and then click on the Budget sheet tab. (The instructor will indicate the location for this file.) a. Select cell A1, and then type Budget for Guest Speakers. b. Select cell A3, type Item, and then press the Tab key. c. Select cell B3, type Fall, and then press the Tab key. d.

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box, Excel creates its own default description. 3. To run the macro with a shortcut key type a letter in the Shortcut key box. The shortcut will be assigned to [CTRL]+[letter]. Hold [SHIFT] while typing the letter in the Shortcut key box to assign the shortcut to [CTRL]+[SHIFT]+[letter]. 4. Choose the OK button to start recording the macro.

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How to Select Cells. There are a variety of ways to select cells in an Excel spreadsheet: To select one cell, click in the cell. To select one or more

rows of cells, click on the row number(s). To select one or more columns of cells, click on the column letter(s).

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