

GRAB IT!

QUICK SOFTWARE SOLUTIONS

Excel 2007

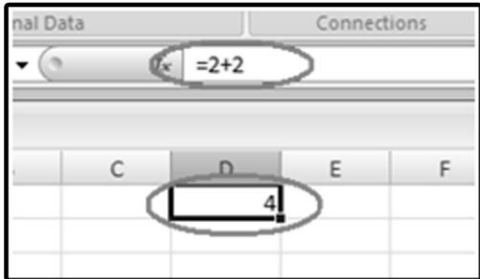
How to Manipulate Cells

1) Click on the cell you wish to change.
Enter the numbers for that cell and hit enter.

For Basic Math Operations:

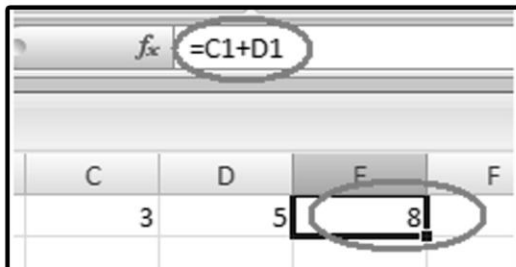
2) Click the cell you wish to change.
3) Hit the "=" key followed by the operation.

EX: =2+2



To use other cells:

4) Click the cell you wish to change.
5) Hit the "=" key, then either click the desired cell, or enter the cell's location, along with any other operators or additional cells.



NEED HELP? CALL THE HELP DESK: 610.436.3349