



Owning Office: An Introduction to Functions in Microsoft Excel

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This is an overview of functions in Microsoft Excel and how they work. This manual covers the basic structure of functions, working with Relative vs. Absolute references, naming ranges and working with the Insert Function Dialogue Box. This is meant to be a manual for beginners, and is written assuming the reader has little to no experience with Microsoft Excel.

Owning Office is an affordable training series created by a team of dedicated Microsoft Specialists geared towards providing easy to understand training in short, easy-to-read offerings. Written by trainers with over 15 years of experience, these manuals aim to provide the best in quality education in the field of computer training.

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