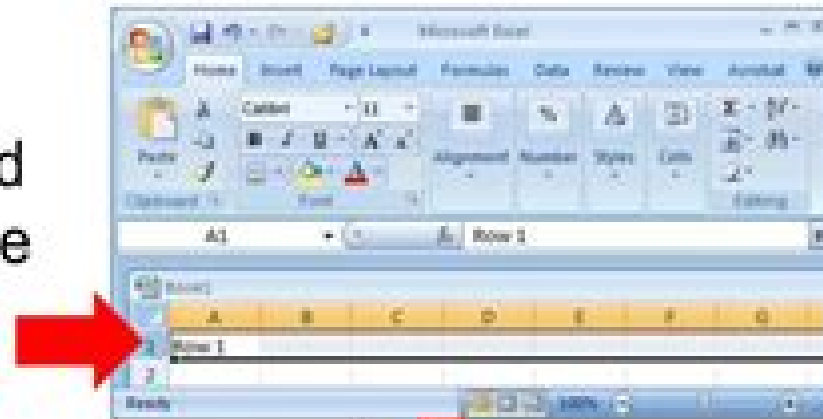


Excel Basics

Excel spreadsheets organize information (text and numbers) by rows and columns:

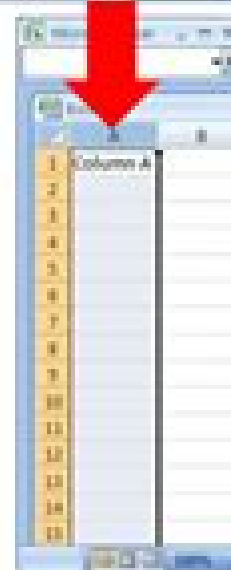
This is a **row**.

Rows are represented by **numbers** along the side of the sheet.



This is a **column**.

Columns are represented by **letters** across the top of the sheet.



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Lei Huang



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