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When using Charts or Graphs in Excel, swapping the X and Y axis can drastically change the appearance of the graphs. The following steps

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explain how to swap the data : 1.
Select which graph you wish to alter.
-In this case, select the bar graph. 2.
Click on the Design tab. 3. In the
Ribbon, click on Switch Row/Column
4.

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Formulas are the most powerful

elements of an Excel spreadsheet.

Every formula starts with an =_ sign,

and contains at least one logical or

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mathematical operation (or special function), combined with numbers and/or cell references.

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rows, columns, and cells. We'll discuss how to insert rows and columns, and how to move around in a worksheet.

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CTRL combination shortcut keys KEY DESCRIPTION
CTRL+SHIFT+(Unhides any hidden rows within the selection.
CTRL+SHIFT+) Unhides any hidden columns within the selection.
CTRL+SHIFT+& Applies the outline border to the selected cells.
CTRL+SHIFT_ Removes the outline

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border from the selected cells.

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