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many features in common with Microsoft Excel, and you should feel free to choose any program you prefer. Opening Microsoft Excel: To get started with Microsoft Excel (often called “Excel”), you will need to locate and open the program on your computer. To open the program, point to Excel’s icon on the



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Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

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