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## Excel 2013 Courseware Instructor Manual

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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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Description: This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates.

## **Excel 2013: Basic MOS Edition Instructor's Edition**

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