

# Oxford English File 1 Workbook Answer Key

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easy steps for creating spreadsheets you can really use simple steps for great results use autooutline choose data group and outline autooutline figure 11 9 illustrates a

worksheet with outline headings for both rows and columns row outline symbols are at the top of the worksheet autooutline works best if the worksheet has summary formulas that reference cells in the detail cells the summary formulas must be adjacent to the detail to expand the outline click the show detail buttons to the left of the rows or above the column headings see figure 11 10 to collapse the outline click the hide buttons to the left of the rows or above the column headings to remove the autooutline choose data group and outline clear outline get ready to format cells and data build formulas and functions save time with excel tools add color graphics to your spreadsheets analyze your data create charts and pivot tables

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