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Working Guide MS Excel 2007 - Beginners

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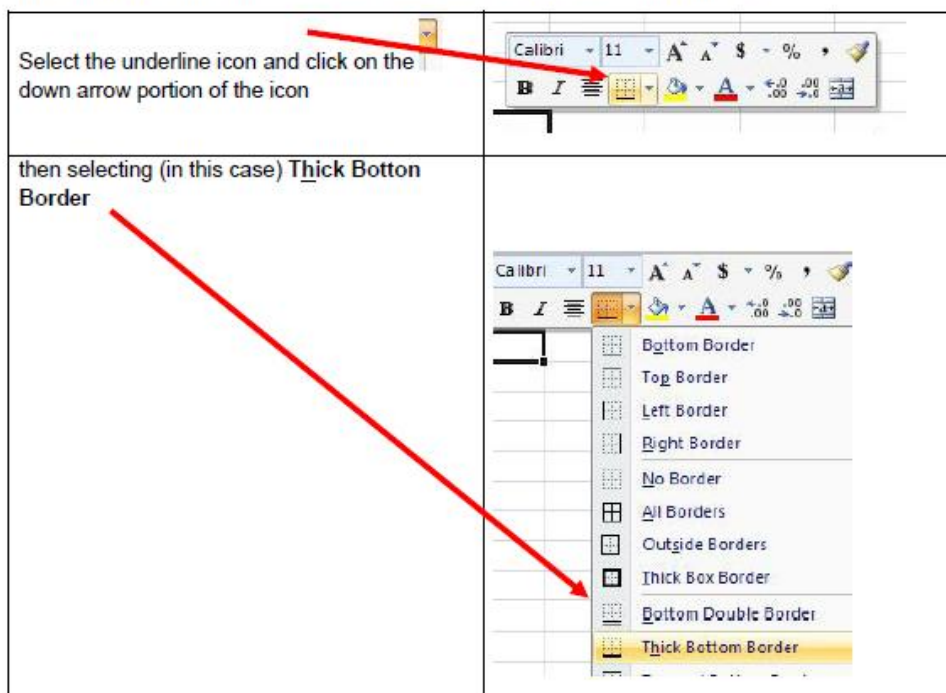
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We would like to place an underline at the bottom of the three figures so that we can indicate a total below – in cell C7. Point to cell C6 (with the mouse). That’s where we want the line – always move the cursor to the place where you want to insert a line. With the Arrow on cell C6 tap the **RIGHT** mouse button.

Underlining Cells

Two sub-menus will appear. The easiest method is to use the Mini Toolbar.



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