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Excel will automatically select the data for the pivot table. Excel will also

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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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Each cell has a specific format. In Excel, a cell's format tells Excel how to display the contents of the cell. A cell's format may be different than the cell contents. For

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example, you may have entered 8.9521 in a cell. But if the cell was formatted to display only two decimal places, Excel will display 8.95 in that worksheet cell.

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