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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 Detailbuttons to the left of the rows or above thecolumn headings See Figure 11 10 To collapse the outline click the Hide buttonsto the left of the rows or above the columnheadings 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 toyour spreadsheets Analyze your data Create charts and PivotTables

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Table of Contents Excel 2003 For Dummies

1. Understanding the eBook Excel 2003 For Dummies
    - The Rise of Digital Reading Excel 2003 For Dummies
    - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2003 For Dummies
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Excel 2003 For Dummies
    - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2003 For Dummies
    - Personalized Recommendations
    - Excel 2003 For Dummies User Reviews and Ratings
    - Excel 2003 For Dummies and Bestseller Lists
5. Accessing Excel 2003 For Dummies Free and Paid eBooks
    - Excel 2003 For Dummies Public Domain eBooks

14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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