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## Chapter 4 - Formatting Techniques

These 10 tips will help users get more out of Excel's formatting features.

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68 Chapter 3

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that there are 4

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simple divide

method is the

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easiest one. All you

need to do is divide

the larger number

into the smaller one

concatenate it with

a colon and one and

here ' s the formula

you need to use: =

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series offer tips and  
techniques for  
clarity and  
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the content being

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are two options –  
drop the size to  
about half of the  
main headline for  
very clear

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hierarchy or  
continue to use a  
larger size and use  
another technique

for contrast. (The  
choice often

depends on other  
elements and

importance of  
secondary text.)

The fine print: This  
one explains itself.

10 Tips for Perfect

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likely to create  
more  
comprehensible and  
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worksheets.

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