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1) Click on cell D4 (1). 2) In the Formula ar write: =ONATENATE(A4,” “,4). Notice the space added in the formula between the two cells (2). 3) Click Enter (3).

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Add two different elements to the clustered chart, change the position of the legend on both the clustered chart and the pie chart, and add data labels to the pie chart. Reference: LearnKey’s Excel

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Figure 1.1 shows a completed Excel worksheet that will be constructed in this chapter. The information shown in this worksheet is top-line sales data for a hypothetical merchandise retail company. The worksheet data can help this retailer determine the number of salespeople needed for each month, how much inventory is needed to satisfy sales, and what types of products should be purchased.

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