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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 Detail buttons to the left of the rows or above the column headings See Figure 11 10 To collapse the outline click the Hide buttons to the left of the rows or above the column headings 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 to your spreadsheets Analyze your data Create charts and PivotTables

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