

Excel® 2010 Introduction

Creating a New Workbook

1. Choose **FILE**, **NEW**.
2. Select **BLANK WORKBOOK**, then **[OK]** **CREATE**.
- Or, press **<Ctrl>N**.

Entering New Data

1. Activate a cell by **[Clicking]** on it, or by moving to it with the keyboard arrow keys.
2. Type the data. If you make a mistake while typing, press **<Backspace>** to delete characters.
3. Press **<Enter>** or **[Click]** **✓** in the Formula Bar.

As you type, Excel may provide an **AutoComplete** suggestion based on values already entered in the column. Press **<Enter>** to accept, **<Delete>** to remove, or ignore it by continuing to type.

Pick from a Drop-Down List

To pick from a list of values already entered in a column, press **<Alt>D** or then use arrows and **<Enter>** to select. Or, **[Right Click]** the cell, then choose **POP-UP FROM EXISTING LIST**.



These symbols appear in the Formula Bar while entering data. To complete what you are entering **[Click]** **✓** or press **<Enter>**. To cancel, **[Click]** **✗** or press **<Esc>**.

Replacing the Contents of a Cell

1. **[Click]** on the cell to change.
2. Type the new data.
3. Press **<Enter>** or **[Click]** **✓**.

Editing the Contents of a Cell

1. **[Click]** on the cell to change.
2. **[Click]** in the Formula Bar. Or to edit directly in the cell, **[Double-Click]** the cell or press **<F2>**.
3. Use left/right arrow keys to move, **<Backspace>** to delete to the left, **<Delete>** to delete to the right, or type the text to insert.
4. When finished press **<Enter>**, or **[Click]** **✓**.

Undo or Redo an Action

[Click] **↶** or press **<Ctrl>Z** to undo an action. If you repeatedly undo a vital **[Click]** **✓** or press **<Ctrl>Y**, **[Click]** the drop-down arrow to choose multiple actions from a list.

Resizing Column Width/Row Height

1. **[Hover]** at the dividing line between the column or row headings. The mouse pointer changes into a double-headed arrow
2. **[Drag]** to change the width or height. Or to AutoFit to the widest/narrowest cell, **[Double-Click]**.

- Or
1. Select a cell in the row/column to adjust.
 2. Choose **HOME**, **FORMAT** , then a **CELL SIZE** option.

To change several columns or rows at once, **[Click]** along the column or row headings to select them, then follow the above steps.

Inserting Rows or Columns

1. Select a row or column heading. New columns insert to the left, and rows above the selection. To insert several rows or columns, select that number of rows or columns.
2. Choose **HOME**, then **INSERT**

Inserting Cells

1. Select the cells where you wish to insert the new ones.
2. Choose **HOME**, then **INSERT** , then **INSERT CELLS**.
3. Specify the direction to shift the selected cells. **[Click]** **OK**.

Deleting Cell Contents

Select the cells to clear, then press **<Delete>**. Formatting is not removed.

Clearing Formatting

1. Select the cells to clear.
2. Choose **HOME**, then **ERASE** , then **CELLS WITH FORMATTING**.

Deleting Rows, Columns, or Cells

This removes the cells and moves surrounding cells to fill the gap. This is not the same as pressing **<Enter>**, which simply clears the contents of a cell.

To delete rows or columns:

1. Select the row(s) or column(s) to delete.
2. Choose **HOME**, then **DELETE**

To delete cells:

1. Select the cells to delete.
2. Choose **HOME**, then **DELETE** , then **DELETE CELLS**.
3. Specify which direction to shift the surrounding cells to fill the gap. **[Click]** **OK**.

Formatting Numbers

1. Select the cells to format. This can be done before or after the data has been entered.
2. Choose a format from the Number Format drop-down list. Based in the **NUMBER** group on the **HOME** tab. Or, **[Click]** the following buttons:

Display dollar signs, commas, and decimals. **[Click]** the drop-down arrow for other currencies.

Display as a percentage.

Display numbers between thousands and tens decimal places.

Add a decimal place each time you **[Click]**.

Remove a decimal place each time you **[Click]**.

Borders, Shading, Text Color

Select cells, then choose **HOME**, then **[Click]** one of

[Click] the drop-down arrow beside each for options.

For cell and text color, hover over a choice to preview.

Draw a Border Grid

1. **[Click]** the drop-down arrow of the Borders button then select **DRAW BORDER GRID**, or to draw a grid, select **DRAW BORDER GRID**.
2. **[Drag]** to create one or more borders.
3. **[Click]** or press **<Ctrl>**.

Erase a Border

1. **[Click]** the drop-down arrow of the Borders button then select **ERASE BORDERS**.
2. **[Drag]** across or **[Click]** the borders to erase.
3. **[Click]** or press **<Esc>**.

Aligning and Merging Cells

To align within the cell, select the cells to align, then choose **HOME**, then one of or .

To merge cells and center the contents, select the cells to merge across, and **[Click]** .

For other merge options, **[Click]** the drop-down arrow of the **MERGE & CENTER** button.

Viewing the Worksheet as it Will Print

To show the worksheet as it will print while you work, choose **VIEW** then **PAGE LAYOUT** .

Entering Dates

To enter dates in a format that can be used in formulas, use one of Excel's date formats, e.g. **MM/DD/YYYY**.

To change how dates display for specific cells:

1. Select the cells containing dates.
2. **[Click]** in the **NUMBER** group of the **HOME** tab.
3. Select from the **DATE** category. Dates beginning with " " will always match the Windows Date Format. **[Click]** **OK**.

Entering a Sequence of Numbers

1. Enter the first two numbers or dates of the sequence into adjacent cells.
2. Select the two cells.
3. **[Drag]** the fill handle of the selection into an adjacent range of cells.
For options, after filling **[Click]** then **START CELL'S FILL PATTERN**, **DATE** or **TEXT** without modification.

For other series options, e.g. weekdays:

1. Enter the starting number or date in a cell.
2. Select the blank range to fill, including the cell(s) with the starting value(s).
3. Choose **HOME**, then **NUMBER** , then **SERIES**.
4. Specify options, then **[Click]** **OK**.

Moving Within the Worksheet

One cell up or down	↑ or ↓
Cell to the right	→ or Tab
Cell(s) to left	← or Shift+Tab
Within selected cells	Tab, Enter, Shift+Tab, Shift+Enter
Beginning of the row	Home
End of row	Ctrl+End
Intersection of the last used row and column	Ctrl+End
One row(s) down	Page Down
One row(s) up	Page Up
One column(s) right	All Page Down
One column(s) left	All Page Up

To the last filled cell in any direction, or if in a blank cell, to the next filled cell. To scroll that precisely:

Ctrl+Home Key
↑↓, type cell ID, or
↓↑, type cell ID, or
to the next cell
Ctrl+Page
Ctrl+Page

Selection Shortcuts

An entire row	[Click] the row heading
An entire column	[Click] the column heading
The entire worksheet	[Click] where the row and column headings meet
Several separate ranges	Select your single range <Ctrl> while selecting additional ranges.

Note: The **<Shift>** key with any of the Movement shortcuts (used alone) will select from the current position to that location. E.g. **<Shift>** **<Ctrl>** **<Home>** selects from the current position back to cell A1.

Excel 2010 Quick Reference Guide

JE Gale



Excel 2010 Quick Reference Guide:

Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services, Inc, Beezix, Inc Staff, 2010-05-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Workbooks Entering and Editing Data Undo and Redo Resizing Column Width and Row Height Inserting and Deleting Rows Columns and Cells Clearing Cells Clearing Formatting Formatting Numbers and Cells Aligning and Merging Cell Contents Borders and Grids Viewing the Worksheet as it will Print Entering Dates Entering Sequences Entering Formulas Cut Copy Paste Drag Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas Microsoft Excel 2010 Functions and Formulas Quick Reference Guide (4-Page Cheat Sheet Focusing on Examples and Context for Intermediate) Beezix Software Services, Beezix, Inc Staff, 2011-04-15 Geared toward the intermediate to advanced user this example rich 4 page laminated quick reference guide provides explanations and context for many powerful functions and formulas Step by step instructions for many function formula related features This guide is suitable as a training handout or simply an easy to use reference guide The following topics include Conditionally Summing Data SUMIF COUNTIF Being Precise Rounding functions Improving Clarity with Range Names Merging Text and Numbers CONCATENATE TEXT LEFT RIGHT MID LEN FIND VALUE TRIM SUBSTITUTE Changing Results IF AND OR Table Lookups VLOOKUP HLOOKUP INDEX MATCH Error Recovery ISNA ISERROR Array Formulas Single Cell Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

Microsoft Excel 2010 Charts and Sparklines Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2011-08-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use charts graphs and Sparklines features of Microsoft Office Excel 2010 The following topics are covered Charts Inserting a Chart Creating a Chart Sheet Using the Default Chart Type Changing Type Resizing a Chart in the Worksheet Changing Chart Type Charting Non Adjacent Data Selecting Chart Objects Adjusting Scale Creating a Chart with Two Scales Add Move or Remove the Legend Adding a Data Series Removing a Data Series Using Tables as a Data Source Switching Rows and Columns Adding or Removing Gridlines Exploding a Piece of a Pie Chart Adding Explanatory Text Adding Visuals Adding Data Labels Move Format Edit Data Labels Adding Removing a Chart Title Adding an Axis Title Moving a Title Using Styles and Layouts Moving the Chart to Another Worksheet Adding a Projection or Trendline to a Data Series Removing a Trendline Handling Hidden and Empty Cells Setting the Default Chart Creating a Chart Template Applying a Custom Chart Type Sparklines Creating a Sparkline Removing Sparklines Grouping Sparklines Changing Sparkline Type Customizing Sparklines Adding Text Highlighting Values Markers Changing Marker Color Change Sparklines Color and Weight Customizing Axis Settings Handling Hidden and Empty Cells This guide is suitable as a training

handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas [Microsoft Excel 2010 Advanced and Macros Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff,2011-03-08 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features and macros in Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Goal Seek Saving Views Defining Scenarios Hiding Columns Rows or Sheets Restricting Cell Entry with Data Validation Highlighting Invalid Data Clearing Data Validation Circles Data Consolidation Conditional Formatting Clearing Conditional Formatting Conditional Formatting Rules Manager Creating a Workspace With Multiple Workbooks Protecting Unprotecting Worksheets Password Protecting Specific Cells Keeping Part of a Worksheet Visible Freeze Panes Split Panes Macros Showing the Developer Tab Macro Names Recording a Macro Running a Macro Renaming a Macro Automatic Macro Execution Relative vs Absolute Recording Assigning to the Quick Access Toolbar Creating a Macro Without Recording Documenting a Macro Calling Another Macro Setting Macro Security Getting Help on Visual Basic Saving a Macro Enabled Worksheet Creating a Custom Ribbon Group Adding a Macro to the Ribbon Creating a Function Procedure Using a Function Procedure This guide is one of several titles available for Excel 2010 Excel 2010 Introduction Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas

[Microsoft PowerPoint 2010 Introduction Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix,Beezix Software Services,2010-06-10 [Microsoft Excel 2010 Tables, PivotTables, Sorting and Filtering Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts\)](#) Beezix Software Services, Inc,2011-02-18 Laminated quick reference card showing step by step instructions and shortcuts for how to use tables PivotTables sorting and filtering features in Microsoft Office Excel 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Excel Tables Creating an Excel Table Changing the Table Area Adding a New Row or Column to the Table Deleting a Table Row or Column Turning On Off the Total Row Changing the Total Row Convert a Table to a Normal Range Using a Normal Range for Sorting Filtering Subtotals and PivotTables Removing Duplicates Structured References in Excel Tables PivotTables Creating a PivotTable or PivotChart Report Show Hide the PivotTable Field List Adding Removing a PivotTable Field Refreshing a PivotTable Rearranging a PivotTable Adding a PivotChart to an Existing PivotTable Changing the Summary Function Changing How Values are Shown Sorting in a PivotTable Grouping by Dates or Time Filtering PivotTables and Charts with Slicers Sorting Excel 2010 Tables PivotTables Sorting Advanced Charts Functions Formulas [Excel 2010 For Dummies Quick Reference](#) Colin Banfield,John Walkenbach,2010-04-13 Find the answers to your most important Excel questions with this reference John Walkenbach's name is synonymous with excellence in computer books that decipher complex technical topics Known as Mr Spreadsheet

Walkenbach along with Excel expert Colin Banfield answers your most common and important Excel questions in this easy to understand reference You ll learn how to open save protect and recover workbook files add copy and delete worksheets enter and edit data and text create formulas and functions audit format and print and more Highly organized and free of unnecessary jargon this essential reference allows you to find the answers you re looking for quickly and easily Excel gurus Walkenbach and Banfield offer quick and easy answers to common Excel questions Offers information in a highly organized easy to understand format so you can find exactly what you need Includes information on opening saving protecting and recovering workbook files adding copying and deleting worksheets entering and editing data and text creating formulas and functions auditing formatting printing and more Covers navigating the user interface using the Ribbon and Quick Access toolbar saving protecting and recovering workbook files entering and editing data creating formulas and functions and much more Excel 2010 For Dummies Quick Reference enables you to spend more time working on your projects rather than trying to figure how to make Excel work for you *Excel 2010 Quick Source Guide* Quick Source,2010-06-01 [Investment Adviser's Legal and Compliance Guide](#) Terrance J. O'Malley,John H. Walsh,2013-01-01 Investment Adviser s Legal and Compliance Guide Second Edition is an invaluable guide written to assist attorneys and investment advisers in both drafting their compliance policies and procedures and reviewing them annually In addition the book serves as a practical tool for experienced attorneys and compliance officers for fulfilling their changing responsibilities under new rules adopted under the Investment Advisers Act of 1940 as well as new staff interpretations and guidance For the Second Edition the original author Terrance J Oand Malley is joined by John H Walsh While both authors are seasoned practitioners and acknowledged experts in the area of investment adviser compliance matters Mr Walshand s years of experience including at the SEC are reflected in the enhanced practical discussion of relevant legal and compliance issues including increased numbers of compliance tips enforcement and regulatory alerts and compliance tools Investment Adviser s Legal and Compliance Guide Second Edition covers in detail such topics as Filings and amendments that an adviser must make to maintain its SEC registration Major rules and requirements dealing with marketing and attracting new clients Issues arising in connection with the management of private funds The SEC s examination process New clients and the management of client accounts The book also covers requirements relating to the adviser s obligation to its customers including preventing insider trading and other trading abuses as well as an adviser s recordkeeping which is a major factor in meeting the requirements of the Investment Advisers Act In addition Investment Adviser s Legal and Compliance Guide Second Edition provides registered investment advisers and their legal counsel with a comprehensive review of their compliance responsibilities that arise under the Investment Advisers Act **Supercharge Power BI** MrExcel's Holy Macro! Books,Matt Allington,2024-09-26 Master the power of DAX and data modeling in Power BI to elevate your data analysis skills This comprehensive guide covers essential functions advanced techniques and practical examples for mastering business analytics Key Features

Comprehensive coverage of DAX functions Step by step progression from basics to advanced topics Practical examples to reinforce learning Book Description This guide is designed to empower Power BI users with advanced skills in data modeling and DAX It begins with an introduction to the foundational concepts of data modeling where you ll learn how to structure your data for optimal performance and analysis You ll then progress to mastering essential DAX functions including iterators filters and time intelligence These chapters will help you create sophisticated calculations that bring your data to life As you advance the guide delves into more complex topics like evaluation context context transition and disconnected tables These concepts are crucial for understanding how DAX formulas interact with your data enabling you to build more accurate and insightful reports The guide also covers practical applications such as transferring DAX skills to Excel and using advanced Power BI features like Analyze in Excel and Cube Formulas By the end of this book you ll have a deep understanding of both data modeling and DAX equipping you with the knowledge to tackle complex data challenges Whether you re working on business intelligence projects or enhancing your data analysis capabilities this guide will give you the tools to excel in Power BI What you will learn Create and load data models Master DAX functions Utilize filter propagation Implement time intelligence Transition context efficiently Transfer DAX skills to Excel Who this book is for This book is ideal for data analysts business intelligence professionals and Power BI users looking to deepen their understanding of DAX and data modeling A basic understanding of Power BI and familiarity with data analysis concepts are recommended [What's New in Microsoft Office 2010 \(from 2003\) Quick Reference Guide \(Cheat Sheet of New Features and Instructions - Laminated Ca](#) Beezix, Inc Staff,2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color

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themselves with Six Sigma what it is and how to implement it without spending a fortune Developed for busy problem solvers who are dissatisfied with the current all or nothing approach to solving mission critical business problems It describes a proven crawl walk run methodology that delivers laser focused problem solving and results

Modeling Innovation Sustainability and Technologies Albertina Dias, Bror Salmelin, David Pereira, Miguel Sales Dias, 2018-02-01 This book gathers a diverse range of novel research on modeling innovation policies for sustainable economic development based on a selection of papers from a conference on modeling innovation systems and technologies MIST It aims at encouraging interdisciplinary and comparative approaches bringing together researchers and professionals interested in sustainable economic technological development and open innovation as well as their dissemination and practical application The respective contributions explore a variety of topics and cases including regional innovation policy the effects of open innovation on firms innovation and sustainability in tourism and the use of information and communication technologies All chapters share a strong focus on new research and innovation methodologies in keeping with the Experimentation and Application Research EAR and Open Innovation 2.0 principles

Assessing Listening and Spoken Language in Children with Hearing Loss Tamala S. Bradham, K. Todd Houston, 2014-12-30

Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff, 2010-10-30 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Sorting Removing Automatic Labels Modifying Automatic Labels Modifying Form Controls Report Design Summarizing by Group Printing Options Table Relationships Complex Expressions Examples Form Control This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate

[Mastering Financial Modeling: A Professional's Guide to Building Financial Models in Excel](#) Eric Soubeiga, 2013-07-26 All the precision of financial modeling and none of the complexity Evidence based decision making is only as good as the external evidence on which it is based Financial models uncover potential risks on a company's balance sheet but the complexity of these instruments has limited their effectiveness Now Mastering Financial Modeling offers a simplified method for building the fast and accurate financial models serious evidence based decision makers need What sets this practical guide apart is its learning on the job approach Unlike other books that teach modeling in a vacuum this superior method uses a diverse collection of case studies to convey each step of the building process Learning on the job connects the dots between the proper Excel formulas and functions and the real world situations where you want to use them By learning through association you can absorb the information quickly and have it ready to use when

you need it The book starts right off on building models from creating a standalone cash flow model through integrating it with an income statement and balance sheet Along the way you will master the skill set you need to build advanced financial models With only a basic knowledge of accounting and finance individual investors and financial professionals alike can Create a core model and customize it for companies in most industries Understand every working component of a financial model and what each one tells you about a company Format cells and sheets in Excel for easily repeatable modeling Written with the practitioner in mind Mastering Financial Modeling shows you how to ensure your model is ready for real world application by safeguarding it against modeling errors It covers a full array of Excel s builtin auditing and testing tools and illustrates how to build customized error checking tools of your own to catch the inaccuracies that typically fall through the cracks Get the most out of your data with Mastering Financial Modeling Mastering Financial Modeling brings the power of financial models down to earth and puts it in the hands of investors bankers and private equity professionals who don t have a passion for crunching numbers Nowhere else can you get step by step instruction on building these valuable tools from an elite World Bank investment officer Starting from the ground up Eric Soubeiga shows you how to interpret and build financial models in Microsoft Excel that will accurately assess any company s valuation and profit potential Even if you have unsuccessfully tried financial modeling in the past this book will reach you because it associates every lesson to the business world you work in daily Chapter by chapter you will master financial modeling and in the end you will Command authority over building every aspect of a financial model Be capable of explaining the accounting and finance concepts behind the mechanics of modeling Confidently determine a company s ability to generate cash flows for its capital investors with discounted cash flow DCF modeling Execute powerful spreadsheet calculations in Excel Most importantly as a decision maker the insight you bring to the table through your sophisticated understanding and application of financial modeling will benefit every stakeholder See what leading professionals around the world already know Mastering Financial Modeling is the most comprehensive guide on the market for designing building and implementing valuation projection models What it does from there is up to you

Excel 2010 For Dummies Greg Harvey, 2010-04-01 The bestselling Excel book on the market updated for Excel 2010 As the world s leading spreadsheet application Excel has a huge user base The release of Office 2010 brings major changes to Excel so Excel For Dummies comes to the rescue once more In the friendly and non threatening For Dummies style this popular guide shows beginners how to get up and running with Excel and helps more experienced users get comfortable with new features Excel is the number one spreadsheet application worldwide and Excel For Dummies is the number one guide to using it With the major changes in Microsoft Office 2010 Excel has new features and a new interface design users need help to get up to speed The book includes everything you need to know to perform basic Excel 2010 tasks Covers creating and editing worksheets and charts formatting cells entering formulas inserting graphs designing database forms and adding database records Also covers printing adding hyperlinks to worksheets saving worksheets as Web pages

adding existing worksheet data to an existing Web page and much more Whether you re new to Excel or just need to understand the 2010 version Excel 2010 For Dummies provides what you need to know

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