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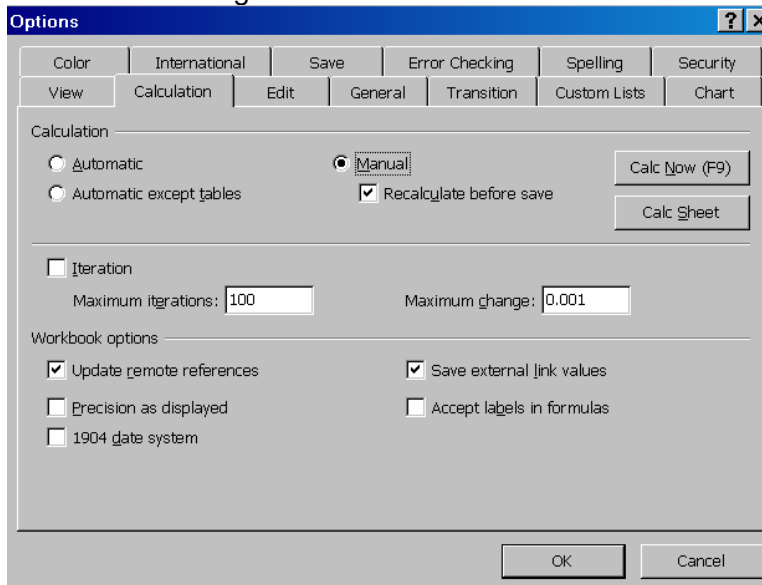
Tip Category: Microsoft Excel Options

Question: Have you ever wanted to update your formulas manually?

Answer: If the answer is YES, follow the below steps.

Microsoft Excel 2003 process:

1. From the **Menu** bar, select **Tools, Options**
2. Select the heading tab **Calculation**



3. Select **Manual**
4. Select **OK**

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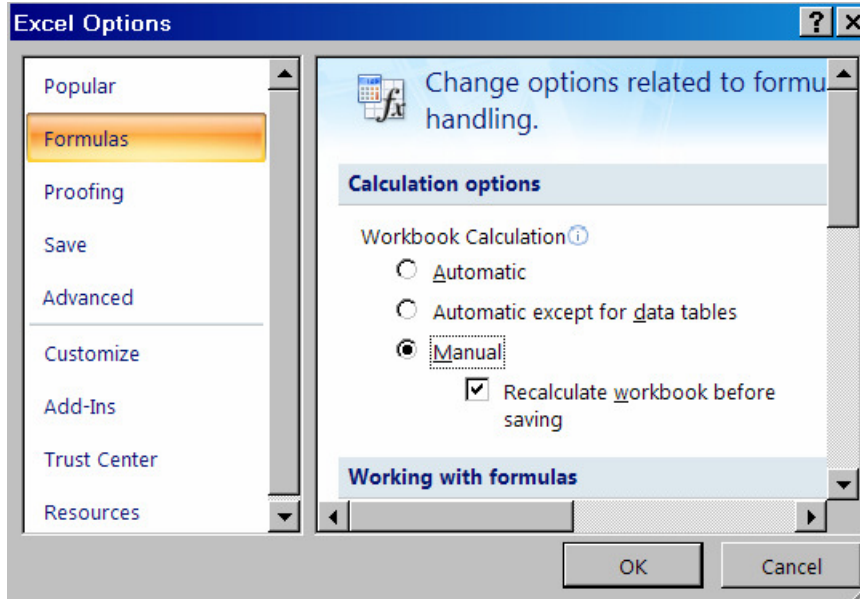


Microsoft Excel 2007 process:

1. Select the **Microsoft Office** button



2. From the bottom right, select **Excel Options**
3. Select **Manual**



4. Select **OK**

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