

Microsoft Excel 2010 Study Guide

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Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

Data Analysis – Self Study Guide ... Open up Microsoft Excel 2007. Each cell in a spreadsheet can hold one of three things: A number Text (often referred to as a label) A formula (which always starts with an = sign). Move the cursor into cell A1 and type in the label Multiplying two numbers.

Exam 77-882: Excel 2010 - Learn | Microsoft Docs

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Microsoft Excel is a program that provides worksheets comprised of rows and columns. Data can be stored in the worksheet, also called a spreadsheet, similarly to a Microsoft Word table, but the power of Excel is its ability to perform simple to complex mathematical calculations, and other

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functions.

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Microsoft Excel that you would use on the job. This guide contains information regarding what the test covers, the length of time allowed, the knowledge categories the test covers and a study outline, including study references.

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F1 Displays the Microsoft Office Excel Help task pane.
CTRL+F1 displays or hides the Ribbon, a component of the
Microsoft Office Fluent user interface. ALT+F1 creates a
chart of the data in the current range. ALT+SHIFT+F1 inserts
a new worksheet. F2 Edits the active cell and positions the
insertion point at the end of the cell contents.

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of 83 Introduction Notice the picture of a slide rule on the
first slide.

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Demonstrate your expertise with Microsoft Office! Designed

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to help you practice and prepare for four Microsoft Office Specialist (MOS) exams, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned; files included Online pre-test to assess your ...

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