

Microsoft Excel Study Guide

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Microsoft Excel Study Guide

An Excel worksheet, or spreadsheet, is a two-dimensional grid with columns and rows. Look at the spreadsheet below. The column names are letters of the alphabet starting with A, and the rows are numbered chronologically starting with the number one. The cells in the first row are A1, B1, C1, and so on.

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

Course Summary From basic operations to advanced formatting and hyperlinks, this course teaches you the ins and outs of Microsoft Excel 2013. Our experienced instructors present topics using...

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MICROSOFT EXCEL 2016: STEP-BY-STEP GUIDE Revised: 2/20/2020 MC-NPL Computer Lab • 1001 Powell St • Norristown, PA 19401 (610) 278-5100 x141 • mcnpcomputerlab@gmail.com • www.mc-npl.org Page 4 of 83 Introduction Notice the picture of a slide rule on the first slide.

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Excel can help you do simple arithmetic like adding, subtracting, multiplying, or dividing any of your data. To add, use the + sign. To subtract, use the - sign. To multiply, use the * sign. To divide, use the / sign. To use exponents, use the ^ sign. Remember, all formulas in Excel must begin with an equal sign (=).

The Ultimate Guide to Using Microsoft Excel

Click on cell D6 to make it the active cell. Type the equal sign (=) into cell D6. Click on cell B6 with the mouse pointer to add that cell reference to the formula after the equal sign. Type a minus sign (-) in cell D6 after the cell reference.

Microsoft Excel Basic Tutorial for Beginners

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Excel for Beginners - A "dummies" Guide to Excel with VIDEO

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This exam measures competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects. The exam covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually.

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