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9780135098592: Exploring Microsoft Office Excel 2010 ...

Exploring Microsoft Office Excel 2010 by Robert Grauer, Keith Mulbery, and Mary Anne Poatsy Chapter 1 Introduction to Excel. Objectives • Plan for effective workbook and worksheet design • Explore the Excel Window • Enter and edit cell data • Use AutoFill • Display cell formulas

Exploring the Excel 2010 Program Window - dummies

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by Robert Grauer, Keith Mulbery, and Mary Anne Poatsy

Exploring Microsoft Office Excel 2010 by Robert Grauer, Keith Mulbery, and Mary Anne Poatsy Chapter 2 Formulas and Functions. Objectives • Use semi-selection to create a formula • Use relative, absolute, and mixed cell references in formulas • Avoid circular references

Exploring Microsoft Office Excel 2010 Comprehensive Test ...

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Exploring Microsoft Office Excel 2010. Terms in this set (69) A spreadsheet. is an electronic file used to organize related data and perform calculations. A worksheet. is a spreadsheet that contains formulas, values, text, and visual aids. A workbook. is a file containing related worksheets.

Exploring Microsoft Office Excel 2010 Introductory - Pearson

Exploring the Excel 2010 Program Window File tab. Additionally, there's a Help command with add-ins, an Options command... Quick Access toolbar. You can customize the Quick Access toolbar by adding command buttons. Ribbon. Formula bar. Worksheet area. Tabs for selecting new worksheets appear in ...

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Microsoft Office Excel 2010 Flashcards | Quizlet

Description. The Exploring Student CD contains: · All Student Data Files needed to complete projects in the text · Start-Up Videos for each chapter · Access to Compass, a searchable database of multimedia tools designed to help you learn the 50 most essential skills in Microsoft Word, Excel, Access, and PowerPoint, available online via your computer or mobile phone

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The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college

now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know.

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