

Excel Study Guide

Excel Terminology: Know Location and Definition and Purpose

1. Spreadsheet, Workbook, Worksheets, Pages
2. Quick Access Tool Bar
3. Title Bar
4. Buttons
5. Ribbon Display Options Button
6. Help Button
7. Top Level Tabs (Know general purpose of each)
8. Groups (Don't have to know every one of them, just the general definition for group)
9. Screen Tips
10. Dialog Box Launcher
11. Minus Box
12. Formula Bar
13. Select All Buttons
14. Columns, Rows, Cells
15. Ruler Tool Bar
16. Sheet tab Buttons
17. Status Bar
18. Sheet Tabs
19. Yellow Buttons
20. Boxes

Applied Skills List: Know Terminology and Place the apply

Unit 8 Excel Study Guide

Charles Preston Cary

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Resources in Education ,1995 **Willings Press Guide** Clare Redman,2007-12 This press guide aims to provide a comprehensive accurate and informative guide to the UK press both print and broadcast and to give details about the leading newspapers and periodicals in the United Kingdom **Office XP Essentials Course** Brian Favro,Labyrinth Publications, Incorporated,2002-03

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Studies in State Educational Administration ,1929 *The Publishers' Trade List Annual* ,1898 **Rehabilitation Series** Federal Board for Vocational Education,1918 *Monograph. Rehabilitation Joint Series* ... United States. Federal Board for Vocational Education,1918

Real Life English ,1994 **Index to Media and Materials for the Mentally Retarded, Specific Learning Disabled, Emotionally Disturbed** National Information Center for Special Education Materials,1978

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