

Excel Study Guide

Excel Terminology: Know Location on Interface and Purpose

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

Applied Skills List: Know terminology and how to apply

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Xiang Xie



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Excel HSC Survival Guide Pascal Press Staff,1996 **Excel Senior High School** Peter Metcalfe,Roger Metcalfe,2004
This book contains coverage of the HSC Modules of the HSC Engineering Studies course as well as material relevant to Year 12 students of similar courses in other States such as the Engineering Technology course in Queensland From back cover

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