



Spreadsheets

1. How Spreadsheets Work
2. Spreadsheet Characteristics
3. Spreadsheet Functionality
4. Appropriateness of Spreadsheets

Excel Orientation

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2. The Excel Screen
3. Understanding Workbooks
4. Moving the Cell Pointer
5. Moving About the Workbook
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7. Menus, Toolbars & Shortcuts
8. Using Menus, Toolbars & Keyboard Shortcuts
9. Using Context Sensitive Menus
10. Exiting Excel

A Simple Workbook

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2. Entering Data In A Workbook
3. Saving A New Workbook
4. Opening A Saved Workbook
5. Creating An Input Range
6. Saving Your Work
7. Essential Formatting
8. Column Best Fit
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1. Selecting A Single Cell Range
2. Selecting Non-Contiguous Ranges
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4. Using Special Selection Techniques
5. Selecting Larger Ranges
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8. More Complex Formulas
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1. Understanding Copying In Excel
2. Using Fill For Quick Copying
3. Copying From One Cell To Another
4. Copying From One Cell To Multiple Cells
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6. Copying Relative Formulas
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