

### **microsoft office excel lesson pdf**

12. Become familiar with the features in the Excel Help window. Microsoft® Office contains a variety of tools that help people accomplish many personal and professional objectives. Microsoft Excel is perhaps the most versatile and widely used of all the Office applications.

### **This text was adapted by The Saylor Foundation under a**

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1 MICROSOFT EXCEL TUTORIAL HANDOUT Opening Microsoft Excel 1. Click on the START button. 2. Click on PROGRAMS. 3. Click on MICROSOFT EXCEL. The Excel Screen Name Box Standard Toolbar Formula Bar

### **MICROSOFT EXCEL TUTORIAL HANDOUT - Gravenhurst**

About the Tutorial Microsoft Excel is a commercial spreadsheet application, written and distributed by Microsoft for Microsoft Windows and Mac OS X. At the time of writing this tutorial the Microsoft excel version was 2010 for Microsoft Windows and 2011 for Mac OS X.

### **About the Tutorial**

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Excel is a great tool to use for data collection and entry, and even to use for some derivation of other columns. However, Excel IS NOT the best tool to use to conduct advanced analyses, especially statistical analyses.

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### **Microsoft Office 2016 Step by Step - pearsoncmg.com**

9 Pasewark & Pasewark Microsoft Office 2010 Introductory Exploring the Parts of the Workbook Each workbook contains three worksheets by default. The worksheet displayed in the work area is the active worksheet. Columns appear vertically and are identified by letters. Rows appear horizontally and are identified by numbers.

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