

# Excel Study Guide

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## 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 groups)
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

# Excel Study Guide

**Kathleen Armour**



## **Excel Study Guide:**

## **Excel Study Guide** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the power of words has become more evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Excel Study Guide**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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