

# Microsoft Excel

## Quick Study Guide for Beginners

The image shows a screenshot of the Microsoft Excel application interface. At the top, a ribbon contains various tabs for different functions. Below the ribbon is a spreadsheet grid with columns labeled A through H and rows numbered 1 through 6. The grid contains numerical data. To the right of the spreadsheet is a task pane with several icons and text boxes. The icons include a list icon, a chart icon, a zoom icon, a refresh icon, and a search icon. The text boxes provide instructions for each icon. The overall layout is clean and organized, typical of a software user interface.

Column	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6
A	1	2	3	4	5	6
B	7	8	9	10	11	12
C	13	14	15	16	17	18
D	19	20	21	22	23	24
E	25	26	27	28	29	30
F	31	32	33	34	35	36
G	37	38	39	40	41	42
H	43	44	45	46	47	48

**Excel Ribbon**

- File
- Home
- Insert
- Formulas
- References
- Layout
- Send
- Review
- Help

**Task Pane**

- Excel Options**
- Chart Tools**
- Zoom**
- Refresh**
- Search**

# Excel 20exam Study Guide

**Jiyuan Zhang**



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