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The Exploring series for Office 2010 also enables students to extend the learning beyond the classroom. Students go to college now with a different set of skills than they did five years ago. With this in mind, the Exploring series seeks to move students beyond the basics of the software at a faster pace, without sacrificing coverage of the fundamental skills that everybody needs to know.

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View Buttons. The group of three buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch among excel's various sheet views. Normal Layout view – This displays the page in normal view. Page Layout view – This displays pages exactly as they will appear when printed.

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New Paltz

muller27272004. Exploring Microsoft Office Excel 2010. Terms in this set (69) A spreadsheet. is an electronic file used to organize related data and perform calculations. A worksheet. is a spreadsheet that contains formulas, values, text, and visual aids. A workbook. is a file containing related worksheets.

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Exploring Microsoft Office Excel 2010 by Robert Grauer, Keith Mulbery, and Mary Anne Poatsy Chapter 2 Formulas and Functions. Objectives • Use semi-selection to create a formula • Use relative, absolute, and mixed cell references in formulas • Avoid circular references

Exploring Microsoft Office Excel 2010 Introductory - Pearson

The Excel 2010 program window is made up of the following components: File tab that when clicked opens the new Backstage view — a menu on the left that contains all the document- and file-related commands, including Info (selected by default), Save, Save As, Open, Close, Recent, New, Print, and Save & Send.

Exploring the Excel 2010 Program Window - dummies

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2010

Office 2010 suites include applications such as Word, Excel, PowerPoint, and Outlook. They're available as a one-time purchase for use on a single PC. Microsoft 365 plans include premium versions of these applications plus other services that are enabled over the internet, including online storage with OneDrive and Skype minutes for home use.

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