

Excel Unit 2: Concepts Review Study Guide

Directions: Answer the following questions to prepare for the concept review; be sure to use our classroom resources to complete this study guide.

Excel Ribbon/Sheet

Directions: Match the following terms to the appropriate blank.



Terms

Paste Button

Copy Button

Insert Function Button

AutoSum list arrow

Fill Button

Fill Handle

Paste Options Button

1: Paste Button

2: Copy Button

3: Insert Function Button

4: Paste Options Button

5: Fill Handle

6: Fill Button

7: AutoSum list arrow

Excel Unit C Concepts Review Answers

David W. Beskeen



Excel Unit C Concepts Review Answers:

Mastering and Using Microsoft Excel 97 H. Albert Napier, Philip J. Judd, 1997 Napier and Judd train students to become office professionals by bringing their experience as educators and corporate trainers to their latest text on Excel 97 Excel 2000 Carole Tobias, 2000-05 Excel 2000 Level 2 Expert from Glencoe's Professional Approach Series equips students with the skills needed to successfully use Microsoft Excel An extensive array of exercises teaches and challenges students while illustrations of screens and the accompanying icons help them to follow instructions for hands on practice Students gain real world experience by performing many of the same tasks required in business settings A comprehensive instructional package allows instructors to tailor the program to teaching styles lab needs student objectives and student learning styles

Microsoft Office 2003 Hart Davis, 2004-07 **Mastering and Using Microsoft Word 97** H. Albert Napier, Philip J. Judd, 1997 **Microsoft Excel 2000** Elizabeth Eisner Reding, Tara O'Keefe, Tara Lynn O'Keefe, 1999-09-30 As part of the Illustrated Series this text offers a quick visual step by step approach for learning the basic to advanced features of Microsoft Excel 2000 Mastering and Using Microsoft Excel 2000 Intermediate Course H. Albert Napier, Philip J. Judd, 1999-05-28 Written by two well respected authors this book is designed to be completed in 35 hours Focusing on business it has been field tested by organizations including Arthur Andersen Conoco and the Texas Society of CPAs Microsoft Certified at the Proficient level Excel 2000 Intermediate gives numerous business based exercises and instructions that cover the required skills of most employers Mastering and Using Microsoft Excel 2000 H. Albert Napier, Philip J. Judd, 1999-05-11 Designed as a 20 hour course this book is written for people who have no prior experience with Excel Focusing on the business world it covers the skills most employers require Field tested by such organizations as Arthur Andersen Conoco and the Texas Society of CPAs this book provides clear step by step instructions that explain the how and why of completing a task Realistic scenarios show the real world application of the material being covered while sidebars provide both useful and cautionary tips **Micro Office 2000 Illus Sec Crs** David W. Beskeen, 2000-08 Part of the Illustrated Series this text offers a quick visual step by step approach for learning the more advanced features of Microsoft Office 2000 applications **Microsoft Excel 2000** H. Albert Napier, Philip J. Judd, 1999-05 **Microsoft Office Excel 2003** Elizabeth Eisner Reding, 2005-03 Part of the Illustrated series this text offers a visual flexible way to build Microsoft Excel 2003 skills **Microsoft Excel 2003 - Illustrated Introductory** Elizabeth Eisner Reding, Lynn Wermers, 2003-12 Part of the Illustrated series this text offers a visual flexible way to build Microsoft Excel 2003 skills *Excel 7 for Windows 95* Carole K. Tobias, 1998 *Microsoft Excel 2002 - Illustrated Brief* Reding, Elizabeth Eisner Reding, 2001-07-25 Part of the Illustrated series this text offers a visual and flexible way to build Microsoft Excel 2002 skills **Iron Trade Review**, 1906 **Microsoft Frontpage 2003 - Illustrated Complete** Jessica Evans, 2004 Using a visual flexible approach this title offers complete coverage of the new features of Microsoft FrontPage 2003 such as testing Web designs side by side coding and coding in multiple Web browsers the

enhanced layout and graphics tools and WYSIWYG Students will learn everything from basic to more advanced skills

Microsoft Office 2003 Marjorie Hunt, Michael Halvorson, 2003-11-06 Updated textbook for Microsoft Office 2003 covering the new features of Word Excel Access and PowerPoint Includes higher level tasks and advanced exercises for an added challenge Annotated Instructor's Edition with 3.5 IBM Disk to Accompany Excel 97 Carole Tobias, 1997-07-02 The Annotated Instructor's Edition provides the point of instruction assistance you need to enrich your teaching with relevance and effectiveness It's designed to help you meet the diverse needs and learning styles of your students **MCSD Training Guide** Howard Hawhee, 1999 Concise clearly delineated coverage is given of the key concepts necessary to pass the MCSE Microsoft Visual Basic 6 exam The CD ROM provides readers with a testing simulation that is similar to the actual testing scenario *Musical Opinion and Music Trade Review*, 1920 Microsoft Access 2003 Lisa L. Friedrichsen, 2004 Part of the Illustrated series this text offers a visual flexible way to build Microsoft Access 2003 skills Basic to advanced topics are presented in a clean easy to follow layout that combines action steps on the left hand page and colorful large illustrations on the right With this succinct approach students learn by following the clear instructions provided while allowing freedom in exploration within Access 2003

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