

Exploring Microsoft Office Excel 2010 Comprehensive

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Exploring Microsoft Office Excel 2010

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When you start Microsoft Office Excel 2010, you see the first of three worksheets (named Sheet1) in a workbook file (named Book1) inside a program window. 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,

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muller27272004. Exploring Microsoft OfficeExcel 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.

Microsoft Office Excel 2010 Flashcards | Quizlet

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