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An Excel worksheet, or spreadsheet, is a two-dimensional grid with columns and rows. Look at the spreadsheet below.

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1 Ribbon: Excel selects the ribbon's Home tab when you open it. Learn how to collapse and customize the ribbon. 2 Workbook: A workbook is another word for your Excel file.

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Study Guide for Exam MO-200: Microsoft Excel (Excel and Excel 2019) This Study guide helps you embark on your journey towards the exam. Follow the below listed steps to pass the exam in the very first attempt. Step 1- Refer the MO-200 Official Guide

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How To Use Excel: A Beginner ' s Guide To Getting Started. Written by co-founder Kasper Langmann, Microsoft Office Specialist.. Excel is a powerful application—but it can also be very intimidating. That ' s why we ' ve put together this beginner ' s guide to getting started with Excel.. It will take you from the very beginning (opening a spreadsheet), through entering and working with data ...

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And while those are useful tools, there ' s much more to preparing for success than a study guide and practice test! Overall, teachers rely on four key steps to prepare students for the Microsoft Excel 2016 certification exam. The first step is to review the details of your exam. 1. Get to Know the Microsoft Excel 2016 Exam Details

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