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2. What are the keys that you press to start a new line within the same cell? (EX 71) 3. What happens when you enter a two-digit year that is less than 30? (EX 72) 4. What are all the Excel valid arithmetic operators? (EX 76) 5. What is the order of operations that Excel follows? (EX 77) 6. What is Point mode and what does it allow you to do? (EX 77-78) 7.

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Excel 2007 has thousands of pre-defined functions. But we will study the important functions under the following six heads. 1. Date and Time Function 2. Mathematical Function 3. Text Manipulation Function 4. Logical Functions 5. Lookup and Reference Function 6. Financial Function Date and Time Function Accounting is much related with the Dates and Times.

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Formulas, Functions, and Formatting Excel Chapter 2 EX 69 General Project Decisions Excel Chapter 2 While creating an Excel worksheet, you need to make several decisions that will determine the appearance and characteristics of the finished worksheet. As you create the worksheet necessary to meet the requirements shown in Figure 2-2, you should follow these general guidelines: 1.

Microsoft 2Formulas, Functions, and Formatting

In this chapter, weâ€™ll use some of the most basic, yet still powerful, features of Excel. Weâ€™ll enter, change, copy, format and save data, and weâ€™ll enter a formula.

Simply Learning Excel 2007

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Excel Chapter 2 Formulas, Functions, and Formatting. Objectives â€¢ Enter formulas using the keyboard and Point mode â€¢ Apply the AVERAGE, MAX, and MIN functions â€¢ Verify a formula using Range Finder â€¢ Apply a theme to a workbook â€¢ Add conditional formatting to cells

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1. Examine the value of using Excel to make decisions. 2. Learn how to start Excel. 3. Become familiar with the Excel workbook. 4. Understand how to navigate worksheets. 5. Examine the Excel Ribbon. 6. Become familiar with the Quick Access Toolbar. 7. Examine the right-click menu options. 8. Become familiar with the commands in the File tab. 9.

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