

# Excel Prerequisites



## Prerequisites

### Office 365

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Creating new worksheets

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Hiding worksheets

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Deleting worksheets

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Locating a cell

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Data entry (inputting data into a cell)

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Know the difference between columns and rows

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Copying and pasting data

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Opening a workbook

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Know the difference between a workbook vs. worksheet

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Saving a workbook

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Inserting and deleting rows and columns

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## Prerequisites (Cont.)

Filtering

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Sorting

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Formatting

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Cell referencing

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Mathematical operations and calculations

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Sum

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Average

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Min

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Max

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Counta

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Addition

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Subtraction

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Division

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Multiplication

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**DATA TELLS A STORY. BE THE STORYTELLER**