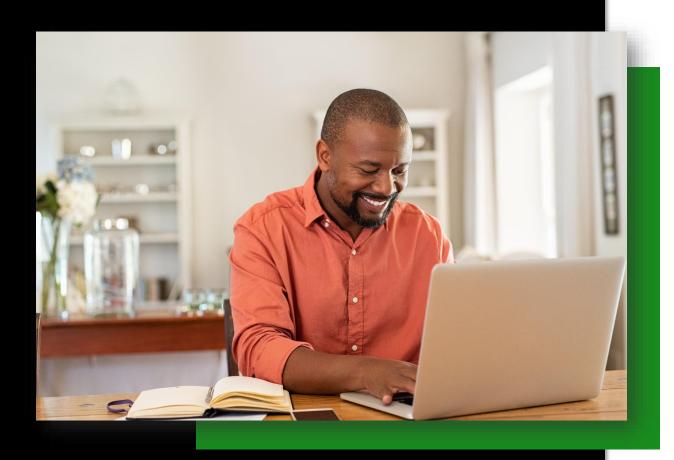


Excel Prerequisites





Prerequisites

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Creating new worksheets

Hiding worksheets

Deleting worksheets

Locating a cell

Data entry (inputting data into a cell)

Know the difference between columns and rows

Copying and pasting data

Opening a workbook

Know the difference between a workbook vs. worksheet

Saving a workbook

Inserting and deleting rows and columns



Prerequisites (Cont.)

Filtering		
Sorting		
Formatting		
Cell referencing		
Mathematical operations and calculations		
Sum		
Average		
Min		
Max		
Counta		
Addition		
Subtraction		
Division		
Multiplication		

