

Excel Unit 2: Concepts Review Study Guide

Directions: Answer the following questions to prepare for the concept review; be sure to use our classroom resources to complete this study guide.

Excel Ribbon/Sheet

Directions: Match the following terms to the appropriate blank.



Terms

Paste Button

Copy Button

Insert Function Button

AutoSum list arrow

Fill Button

Fill Handle

Paste Options Button

1: Paste Button

2: Copy Button

3: Insert Function Button

4: Paste Options Button

5: Fill Handle

6: Fill Button

7: AutoSum list arrow

Microsoft Excel 20unit Concepts Review Answers

Roman Wölfel



Microsoft Excel 20unit Concepts Review Answers:

Microsoft Excel 97 Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 1997 **Benchmark Series** Nita Rutkosky, Denise Seguin, Audrey Roggenkamp, Ian Rutkosky, 2020-03-30 The Benchmark Series teaches students the key features and functionalities of Microsoft Excel Two levels of coverage include how to manipulate numerical data resolving issues related to finances and other numbers based information Students build a mastery skill level through Benchmark s graduated instructional approach

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