Introduction to Excel

- Common user interface on all Office applications
 - Menus and toolbars are similar to Word and Power Point
- Worksheet is an Excel spreadsheet
- Workbook contains one or more worksheets
- Toolbars--Standard and Formatting
- File menu--Save, Save As, Open and Print commands

Exploring Microsoft Excel Grauer Chapter 1

Robert T. Grauer, Maryann Barber



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