

Excel 2013 Courseware Instructor Manual

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Excel will automatically select the data for the pivot table. Excel will also automatically select New Worksheet as the destination for the pivot table. 3. Click Ok. A new worksheet will be added for the pivot table. Initially, the spreadsheet will appear blank. The PivotTable Field List is located to the right. 4.

Microsoft Excel Manual - Administration and Finance

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This ILT Series course will teach students how to work with large worksheets in Microsoft Excel 2013, and use multiple worksheets and workbooks efficiently. It will introduce them to more advanced formatting techniques, such as applying special number formats, using workbook styles and themes, adding backgrounds, and mimicking watermarks.

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Description: This ILT Series course will familiarize students with spreadsheet terminology and the fundamental concepts of Microsoft Excel 2013, including identifying Excel window components, navigating worksheets, and downloading templates.

Excel 2013: Basic MOS Edition Instructor's Edition

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