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Excel Lesson 5

Title: Excel Lesson 5 Using Functions

Author: Stotts2000 Created Date:

11/25/2012 7:53:50 PM

Excel Lesson 5 Using Functions

Excel Lesson 5 Vocabulary. Argument.

AutoSum. AVERAGE function. COUNT

function. The parameters of a function. A

formula that calculates (by default) the

total from the adja.... A function that

calculates (by default) the total from the

adj.... A function that determines how

many cells in a range contain a....

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4. The and Enter keys on the keyboard

are used to navigate within Excel. [Add

Data to a Work-sheet] 5. data is required

in order to import .csv files into Excel.

[Import Data] 6. Excel worksheets can

be inserted into a workbook using the

tab. [Add a Worksheet] Navigate in

Worksheets and Workbooks 7.

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tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard.

Keyboarding | Adult Learning Center

Creating Your First Spreadsheet Lesson 3.1 5. In this unit, you will be required to enter data into a spreadsheet. There are several ways to move from cell to cell. Practice using the Enter key, the Tab key, and the arrow keys as you navigate around your spreadsheet. 6. With cell A1 selected, type the text [Master Field Trip List] and hit Enter.

Unit 3: Sheets

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