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# Excel Test Study Guide

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Excel Test - 20 Questions to Test

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Exam MO-200: Microsoft Excel (Excel and Excel 2019)

This exam covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data

visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, and data-entry logs.

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format mode. single click mode the active cell can be in. edit mode. double click mode the active cell can be in. tab key. allows you to move to the right one column. enter key.

[Study 130 Terms | Computer Skills Flashcards | Quizlet](#)

1 Ribbon: Excel selects the ribbon's Home tab when you open it.Learn how to collapse and customize the ribbon. 2

Workbook: A workbook is another word for your Excel file.When you start Excel, click Blank workbook to create an Excel workbook from scratch. 3 Worksheets: A worksheet is a collection of cells where you keep and manipulate the data.Each Excel workbook can contain multiple worksheets.

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