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Major topics include the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects. This Study Guide also covers the ability to create and edit a workbook with

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interface and important terminology. The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam: Manage Worksheets and Workbooks,

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*About the author
Daniel John Stine
AIA, CSI, CDT, is
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architect with over
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experience in the
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