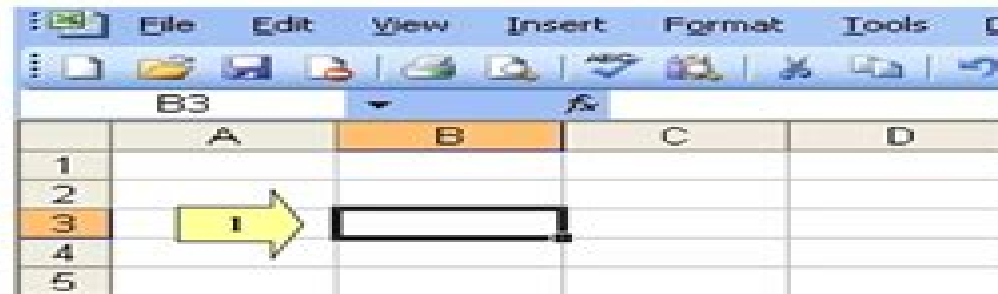


End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key

CELLS: is defined as the space where a specified row and column intersect. Each **CELL** is assigned a name according to its **COLUMN letter** and **ROW number**.

FIGURE 2.3



In the above Figure 2.3 the **CELL** labelled **B3** is highlighted showed by **ARROW 1**. When referencing a cell, you should put the column first and the row second.

Selecting Cells

In the following section, we will explore the methods of selecting cells within your worksheet. Selecting cells in your worksheet will allow you to make changes such as formatting, moving copying, font changes and erasing.

FIGURE: 2.4: Shortcuts

To select a single cell	Click in that cell
To select a range of cells	Click in the first cell, drag the mouse to the last cell or click the first cell, press and hold shift, click the last cell in the section (shift-clicking) or hold shift and double click the border of the active cell
One cell down	down arrow key or ENTER
To select an entire row or column	Click row or column header
To select cells using the Name box	Click row the Name box and type the cell reference

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Process Multiple Reports 15 Scheduled Reports Using Graphs 1 Using Graphs 2 Company Snapshot Customizing Forms 1
Creating New Form Templates 2 Performing Basic Customization 3 Performing Additional Customization 4 The Layout
Designer 5 Changing the Grid and Margins in the Layout Designer 6 Selecting Objects in the Layout Designer 7 Moving and
Resizing Objects in the Layout Designer 8 Formatting Objects in the Layout Designer 9 Copying Objects and Formatting in
the Layout Designer 10 Adding and Removing Objects in the Layout Designer 11 Aligning and Stacking Objects in the Layout
Designer 12 Resizing Columns in the Layout Designer Estimating 1 Creating a Job 2 Creating an Estimate 3 Duplicating
Estimates 4 Invoicing From Estimates 5 Updating Job Statuses 6 Inactivating Estimates 7 Making Purchases for a Job 8
Invoicing for Job Costs 9 Using Job Reports Time Tracking 1 Tracking Time and Printing a Blank Timesheet 2 Weekly
Timesheets 3 Time Enter Single Activity 4 Invoicing from Time Data 5 Using Time Reports 6 Tracking Vehicle Mileage 7
Charging Customers for Mileage Payroll 1 The Payroll Process 2 Creating Payroll Items 3 Setting Employee Defaults 4
Setting Up Employee Payroll Information 5 Creating Payroll Schedules 6 Creating Scheduled Paychecks 7 Creating
Unscheduled Paychecks 8 Creating Termination Paychecks 9 Voiding Paychecks 10 Tracking Your Tax Liabilities 11 Paying
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Charges 3 Reconciling and Paying Credit Cards Assets and Liabilities 1 Assets and Liabilities 2 Creating and Using an Other
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is an IOLTA 2 Creating Accounts for Trust Management 3 Creating Items for Trust Management Managing a Trust Account 1

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Down Bars 14 Formatting the Chart and Plot Areas 15 Naming Charts 16 Applying Shape Styles 17 Applying WordArt Styles
 18 Saving Custom Chart Templates Data Models 1 Creating a Data Model from External Relational Data 2 Creating a Data
 Model from Excel Tables 3 Enabling Legacy Data Connections 4 Relating Tables in a Data Model 5 Managing a Data Model
 PivotTables and PivotCharts 1 Creating Recommended PivotTables 2 Manually Creating a PivotTable 3 Creating a PivotChart
 4 Manipulating a PivotTable or PivotChart 5 Changing Calculated Value Fields 6 Formatting PivotTables 7 Formatting
 PivotCharts 8 Setting PivotTable Options 9 Sorting and Filtering Using Field Headers PowerPivot 1 Starting PowerPivot 2
 Managing the Data Model 3 Calculated Columns and Fields 4 Measures 5 Creating KPIs 6 Creating and Managing
 Perspectives 7 PowerPivot PivotTables and PivotCharts 3D Maps 1 Enabling 3D Maps 2 Creating a New 3D Maps Tour 3
 Editing a 3D Maps Tour 4 Managing Layers in a 3D Maps Tour 5 Filtering Layers 6 Setting Layer Options 7 Managing Scenes
 8 Custom 3D Maps 9 Custom Regions 10 World Map Options 11 Inserting 3D Map Objects 12 Previewing a Scene 13 Playing
 a 3D Maps Tour 14 Creating a Video of a 3D Maps Tour 15 3D Maps Options Slicers and Timelines 1 Inserting and Deleting
 Slicers 2 Modifying Slicers 3 Inserting and Deleting Timelines 4 Modifying Timelines Security Features 1 Unlocking Cells 2
 Worksheet Protection 3 Workbook Protection 4 Password Protecting Excel Files Making Macros 1 Recording Macros 2
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Table of Contents Microsoft Office Excel Training Manuals

1. Understanding the eBook Microsoft Office Excel Training Manuals
 - The Rise of Digital Reading Microsoft Office Excel Training Manuals
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Office Excel Training Manuals
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Office Excel Training Manuals
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Office Excel Training Manuals

- Personalized Recommendations
- Microsoft Office Excel Training Manuals User Reviews and Ratings
- Microsoft Office Excel Training Manuals and Bestseller Lists
- 5. Accessing Microsoft Office Excel Training Manuals Free and Paid eBooks
 - Microsoft Office Excel Training Manuals Public Domain eBooks
 - Microsoft Office Excel Training Manuals eBook Subscription Services
 - Microsoft Office Excel Training Manuals Budget-Friendly Options
- 6. Navigating Microsoft Office Excel Training Manuals eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Office Excel Training Manuals Compatibility with Devices
 - Microsoft Office Excel Training Manuals Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Office Excel Training Manuals
 - Highlighting and Note-Taking Microsoft Office Excel Training Manuals
 - Interactive Elements Microsoft Office Excel Training Manuals
- 8. Staying Engaged with Microsoft Office Excel Training Manuals
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Office Excel Training Manuals
- 9. Balancing eBooks and Physical Books Microsoft Office Excel Training Manuals
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Office Excel Training Manuals
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Office Excel Training Manuals
 - Setting Reading Goals Microsoft Office Excel Training Manuals
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Office Excel Training Manuals

- Fact-Checking eBook Content of Microsoft Office Excel Training Manuals
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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