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1.1 An Overview of Microsoft® Excel® LEARNING OBJECTIVES 1. Examine the value of using Excel to make decisions. 2. Learn how to start Excel. 3. Become familiar with the Excel workbook. 4. Understand how to navigate worksheets. 5. Examine the Excel Ribbon. 6. Become familiar with the Quick Access Toolbar. 7. Examine the right-click menu options. 8.

This text was adapted by The Saylor Foundation under a

How to Use Excel Spreadsheets for Middle School Students Adapted from the following website: ... select Programs and locate Microsoft Excel in the program list. Workbooks, Worksheets and Tabs ... These worksheets can be for data (worksheets) or charts. â€œ= Tabs at the bottom of the Excel window page indicate the worksheets. These tabs are ...

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It's hard to teach Microsoft Excel to students especially when they're in middle school. Microsoft Excel is a lot more complicated than Word, PowerPoint, and other Microsoft applications.

A Teacher's Quick Guide to Finding Excel Lesson Plans

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