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those who want to learn how to develop a thorough understanding of Microsoft Word and its uses. The book is suitable for those who have limited experience in the use MS Word and who want to develop new skills.

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have easy to follow examples. Suggestions are provided in the Introduction section in to how to use this book, so purchasers get the best out of the book. This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions. The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills. The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge.

Complete classroom training manual for Microsoft Excel 2019. 453 pages and 212 individual topics. Includes practice

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Rows Formatting Worksheets 1. Formatting Cells 2. The
Format Cells Dialog Box 3. Clearing All Formatting from Cells
4. Copying All Formatting from Cells to Another Area
Worksheet Tools 1. Inserting and Deleting Worksheets 2.
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Renaming Worksheets 5. Coloring Worksheet Tabs 6.
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