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Because Excel features and benefits are desirable, it is a widely used program. As a result, Excel interview questions could be present in a number of interviews, for positions from IT to accounting. There are many important functions in Excel and you should be prepared to answer technical questions about Excel versus behavioral ones.

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Microsoft Office Spreadsheets/Desktop Applications mylivelessons.com informit.com/que Contents: Part 1 Charting Lesson 1 Creating a Chart Using the Wizard Lesson 2 Creating a Chart with One Keystroke Lesson 3 Formatting a Chart Lesson 4 Adding Chart Data Lesson 5 Noncontiguous Data Lesson 6 Interactive Chart Lesson 7 When to Choose Which Chart Type Lesson 8 Charting Differing Orders of Magnitude Lesson 9 Pie Chart Tricks Lesson 10 XY & Bubble Charts Lesson 11 Histograms & Overlap Charts Lesson 12 Saving Favorite Chart Settings Lesson 13 Chart Lies Part 2 Text Lesson 14 Drag the Fill Handle to Extend a Series Lesson 15 Create Your Own Series Lesson 16 Joining Text Lesson 17 Rapid Formula Copy Lesson 18 Convert to Proper Case Lesson 19 Joining Dates Lesson 20 Converting Formulas to Values Lesson 21 Breaking Apart Text Lesson 22 Parsing Fixed Width Part 3 Excel Customizations Lesson 23 Full Menus Lesson 24 Toolbar Customization Lesson 25 Resetting Toolbars Lesson 26 Steve-O Toolbar Lesson 27 Close All Workbooks Lesson 28 Recently Used File List Lesson 29 Data Entry Tricks Lesson 30 Customize All Future Workbooks Lesson 31 Copy Worksheets Lesson 32 Change All Worksheets Lesson 33 Arranging Windows Part 4 Sorting & Subtotals Lesson 34 Data Preparation Lesson 35 Sorting Basics Lesson 36 Random Sort Lesson 37 Sorting by Weekday Lesson 38 Rearranging Columns Lesson 39 Subtotals Lesson 40 Collapsing Subtotals Lesson 41 Copy Subtotals Lesson 42 Formatting Subtotals Lesson 43 Multiple Subtotals Lesson 44 Filling in Data on Subtotal Rows Lesson 45 Subtotal Tricks Part 5 Pivot Tables Lesson 46 Creating a Pivot Table Lesson 47 Changing a Pivot Table Lesson 48 Pivot Gotchas Lesson 49 Pivot Sorting Lesson 50 Drill Down Lesson 51 Summarizing Dates Lesson 52 Top 10 Report Lesson 53 Pivot Calculations Lesson 54 Pivot Formatting Lesson 55 Unique List Lesson 56 Ad-Hoc Queries Lesson 57 50 Reports in 5 Seconds Lesson 58 Making Reports Pivotable Part 6 Formulas Lesson 59 AutoSum Tricks Lesson 60 Formula Auditing Lesson 61 Three Ways of Entering Formulas Lesson 62 Relative Versus Absolute Formulas Lesson 63 Discovering Functions Lesson 64 Goal Seek Lesson 65 Unusual Functions Lesson 66 IF Formulas Lesson 67 VLOOKUP Lesson 68 Super Formulas Lesson 69 Date & Time Part 7 Macros Lesson 70 Recording a Macro Lesson 71 Recording Navigation Lesson 72 How Many Rows? 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Packed with enriching ideas for all educators, this guide summarizes the key areas of the Reading First program to provide a comprehensive understanding of its components.

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