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- 1.01 Introduction
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- 1.03 Tabs and Ribbons
- 1.04 Document Windows
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- 1.06 Office Button and Save

Session 2: Entering, Editing and Formatting Data

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- 2.03 Fonts, Fills, and Alignment
- 2.04 Cut, Copy, and Paste
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- 2.06 Undo and Redo
- 2.07 Moving, Finding, and Replacing a Value
- 2.08 Cell Styles
- 2.09 Comments

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- 3.02 Currency Format
- 3.03 Format Painter
- 3.04 Formatting Dates
- 3.05 Custom and Special Formats

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- 4.03 Copying Worksheets
- 4.04 Adding, Deleting and Hiding Worksheets
- 4.05 Grouping Worksheets
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Session 5: Modifying Rows and Columns

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- 5.03 Inserting & Deleting Cells
- 5.04 Inserting Multiple Columns & Rows
- 5.05 Modifying Cell Width and Height
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- 6.03 Creating Formulas
- 6.04 AutoSum

- 6.05 Common Formulas
- 6.06 Searching for Formulas
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- 7.03 Show/Hide
- 7.04 Zoom Features
- 7.05 Freeze Panes
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- 7.09 Worksheet Backgrounds
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- 8.03 AutoFill Non-Adjacent Cells
- 8.04 AutoFill on Multiple Sheets
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- 14.03 VLOOKUP Exact Match
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