

Elementary MS Excel Portfolio



By Nkem



Tech Dynasty Services

Empowering Tech Talents & Digitizing Business Processes



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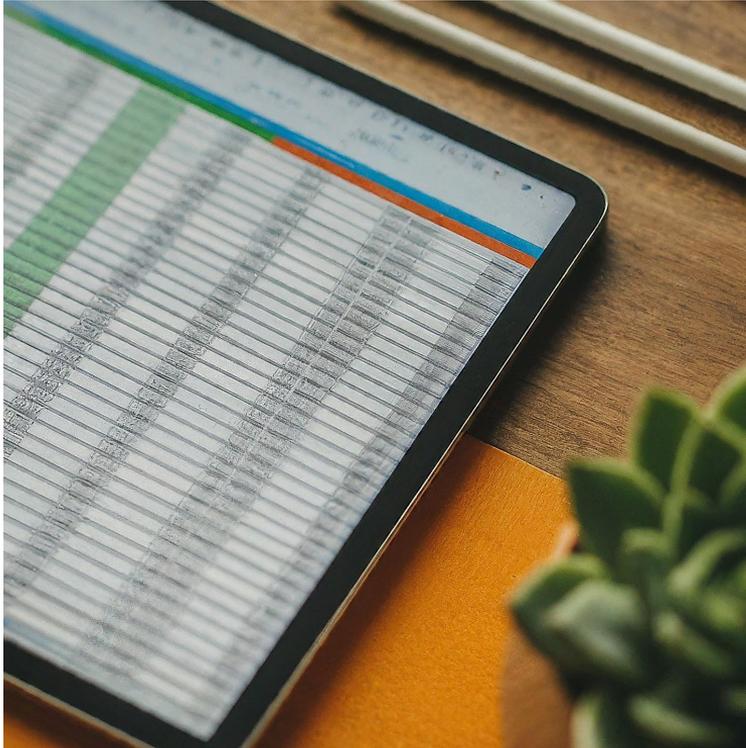
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CONTENT

- 1. INTRODUCTION TO MS EXCEL**
- 2. MS EXCEL SPREADSHEET WORK AROUND**
- 3. NAVIGATION**
- 4. FORMATTING MS EXCEL**
- 5. CONDITIONAL FORMATTING**
- 6. SORTING AND FILTERS**
- 7. FUNCTIONS AND FORMULAS**



2. MS EXCEL SPREADSHEET WORKAROUND



A cell, outlined in green below, is an individual block within a table in which you can enter values, such as words or numbers.

What are rows and columns? Rows, outlined in red below, are a horizontal group of cells. Columns, outlined in blue below, are a vertical group of cells.

Thank You!

