

Elementary MS Excel Portfolio



By Nkem



Tech Dynasty Services

Empowering Tech Talents & Digitizing Business Processes



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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**



3. NAVIGATION



Moving from one cell to another
Use the Tab key to move horizontally to the right. Hold the Shift key and press the Tab key to move horizontally to the left. Use the Enter key to move vertically downward. Hold the Shift key and press the Enter key to move vertically upwards.

Thank You!

