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Excel Table. Data arranged in columns and specially formatted with column headers that contain commands that allow you to sort, filter, and perform other functions on the table. Filter. Hide non matching rows in a table or list of data according to the criterion or criteria you specify.

MS Excel--Chapter 2 Study Guide Flashcards | Quizlet ALT+ENTER. To start a new line in a cell, press ____ after each line, except for the last line, which is completed by clicking the Enter Box, pressing one of the arrow keys. 1932. If a cell has a two-digit year of 32, Excel automatically changes it to a four-digit year of ____. Click Save As on the file menu.

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Computer Applications Excel Chapter 2 Study Guide 1. What is a function? (EX 66) 2. What are the keys that you press to start a new line within the same cell? (EX 71) 3. What happens when you enter a two-digit year that is less than 30? (EX 72) 4. What are all the Excel valid arithmetic operators? (EX 76) 5.

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MOS 2013 Study Guide for Microsoft Excel | Microsoft Press ... Microsoft Office 2013: Excel Chapter 2 - Short Answer Instructions: Fill in the best answer. 1. A(n) __Equal Sign____ alerts Excel that you are entering a formula or function and not text. 3. The order in which calculations are performed in a formula is called the Order of Operations.

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