EXCEL

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| **1** | MODIFY COLUMNS - REMOVE A COMMENT (571) |  |
| **2** | ENTER FORMULA - ENTER A CELL REFERENCE - CHANGE CHART (572) |  |
| **3** | INSERT AN IMAGE - ADD BORDER - CHANGE THEME (573) |  |
| **4** | SEARCH FOR CELL - UNHIDE ROWS (574) |  |
| **5** | CHANGE WORKSHEET OPTIONS - CHANGE MARGINS (575) |  |
| **6** | USE CONDITIONAL FUNCTION - INSERT GRAPHIC (576) |  |
| **7** | APPLY GRADIENT FILL - UNMERGE CELLS - APPLY CELL STYLE (578) |  |
| **8** | INSERT CHART - ADD TITLE (579) |  |
| **9** | DEFINE NAMED RANGE - USE NAMED RANGE (580) |  |
| **10** | SORT DATA - CHANGE PRINT SETTING (581) |  |
| **11** | ENTER FORMULA - FILTER DATA (582) |  |
| **12** | CREATE HYPERLINK - CHANGE TO PAGE LAYOUT VIEW (583) |  |
| **13** | ADD COMMENT - CHANGE MARGINS (584) |  |
| **14** | FINDING AND REMOVING OPTIONS AND PROPERTIES (586) |  |
| **15** | INSERT SPARKLINE - USE AUTOFILL (577) |  |
| **16** | FIND A CELL - USE AUTOSUM (557) |  |
| **17** | USE CONCATENATE - ADD A COMMENT (558) |  |
| **18** | USE AUTOFILL - APPLY TABLE STYLE (559) |  |
| **19** | APPLY A HYPERLINK - CREATE A CELL STYLE (560) |  |
| **20** | CHANGE CELL FORMAT - CHANGE VIEW TO SPLIT SCREEN (561) |  |
| **21** | MERGE AND CENTER - CHANGE CELL STYLE (562) |  |
| **22** | CREATE NEW WORKSHEET - CHANGE THEME (563) |  |
| **23** | ADD TITLE - CREATE A FORMULA - COPY A FORMULA (564) |  |
| **24** | CHANGE ORIENTATION - INSERT A PICTURE (565) |  |
| **25** | ENTER FORMULA - HIDE COLUMN (566) |  |
| **26** | FREEZE COLUMN - CHANGE CELL FORMAT (567) |  |
| **27** | APPLY THEME - SAVE SPREADSHEET (568) |  |
| **28** | SORT DATA - ENTER CELL REFERENCE (569) |  |
| **29** | APPLY CONDITIONAL FORMATTING - FILTER DATA (570) |  |
| **30** | COPY/PASTE ROW - USE FORMULA WITH CELL REFERENCE (585) |  |