

Book1 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ADD-INS POWERPIVOT TEAM

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Wrap Text, Merge & Center, Number (General, \$, %, .00, +.00)

Alignment: Conditional Formatting, Format as Table

Styles: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory..., Input, Linked Cell, Note

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Sort & Find & Filter, Clear

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PivotTable, Recommended PivotTables, Table

Pictures: Pictures, Online Pictures, Illustrations

Shapes, SmartArt, Screenshot

Add-Ins: My Apps, Bing Maps, People Graph, Recommended Charts

Charts: PivotChart

Tours: Map

Reports: Power View

Sparklines: Line, Column, Win/Loss

Filters: Slicer, Timeline

Links: Hyperlink

Text: Text Box & Footer, WordArt, Signature, Object Line

Symbols: Equation, Symbol

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Themes: Themes, Effects

Page Setup: Margins, Orientation, Size, Print Area, Breaks, Background, Print Titles

Scale to Fit: Width: Automatic, Height: Automatic, Scale: 100%

Sheet Options: Gridlines (View, Print), Headings (View, Print)

Arrange: Bring Forward, Send Backward, Selection Pane, Align, Group, Rotate

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Function Library: Insert Function, AutoSum, Recently Used, Financial, Logical, Text, Date & Time, Lookup & Reference, Math & Trig, More Functions

Defined Names: Name Manager, Define Name, Use in Formula, Create from Selection

Formula Auditing: Trace Precedents, Trace Dependents, Show Formulas, Error Checking, Remove Arrows, Evaluate Formula

Calculation: Watch Window, Calculation Options, Calculate Now, Calculate Sheet

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Get External Data: From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Connections, Properties, Edit Links

Sort & Filter: Sort, Filter, Clear, Reapply, Advanced

Data Tools: Text to Columns, Flash Fill, Remove Duplicates, Data Validation, Consolidate, What-If Analysis, Relationships

Outline: Group, Ungroup, Subtotal, Show Detail, Hide Detail

Analysis: Data Analysis Solver

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Spelling Research Thesaurus Translate New Comment Delete Previous Next Show/Hide Comment Show All Comments Show Ink Protect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes

Proofing Language Comments Changes

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Normal Page Break Page Custom Gridlines Formula Bar Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split Hide View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

Workbook Views Show Zoom Window

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Visual Basic Record Macro Use Relative References Add-Ins COM Add-Ins Insert Design Mode Run Dialog Properties View Code Map Properties Expansion Packs Refresh Data Import Export XML Document Panel Modify

Code Add-Ins Controls XML

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EZAnalyze@

Menu Commands

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Manage Calculated Fields KPIs Add to Data Model Update All Detect Settings

Data Model Calculations Slicer Alignment Tables Relationships

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New List Publish Refresh Links and Attachments Open in Web Access Get Work Items Choose Columns Edit Areas and Iterations Add Tree Level Add Child Outdent Indent Team Foundation Help Team Project Process Guidance Team Project Portal New Report

Work Items Tree Reports Help