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Overview

- Course planning
 - Just getting started with Excel
- Objectives
 - Overall structure & terms
 - Practical hands-on skills use now
 - Principles & good habits
 - What are the key concepts? 3 Keys!

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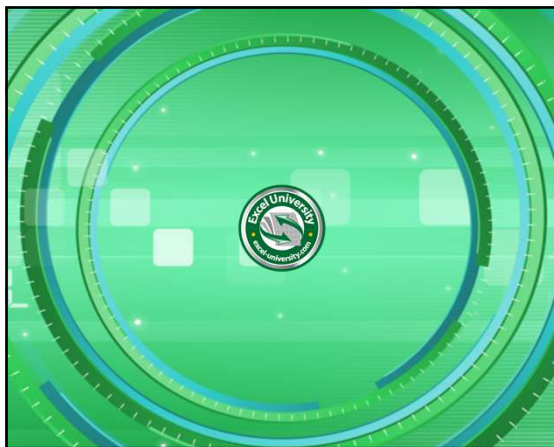
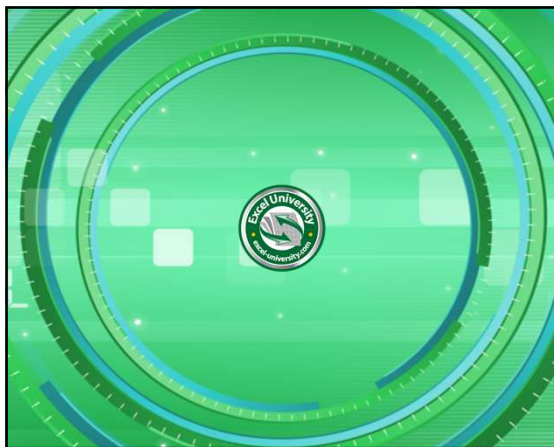


Lessons

- Lesson 1
 - Key 1, workbook, worksheet, cells, stored, displayed
- Lesson 2
 - Key 2, calculated values, functions, operators, references
- Lesson 3
 - Key 3, tabs, commands, AutoSum, format painter
- Lesson 4
 - Final project (put it all together)
 - 3 keys unlock the door to Excel :)

Time to get started ... see you in Lesson 1 ...

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