

# Lit 2 Review

## WTR 2010

### **EXCEL**

- Start Microsoft Office Excel 2007: page 276
- Aligning Text and Adjusting the Size of Columns and Rows: page 290
- Inserting and deleting Rows, and Columns: page 295
- Constructing a formula: page 297
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- Move, copy and paste: page 380

### **EXCEL TABLES (LISTS)**

- Using Arithmetic operators: page 330
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- COUNTIF: page 456
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- Freezing and unfreezing: page 465
- Sorting and Filtering: page 466
- Inserting a Second Table: page 469
- Converting a Table to a range: page 471

### **DATABASE SEARCH**

- Three Boolean Operators
- Fewest results: using and, or, not
- Adding parenthesis in a search with Boolean Operators
- Wildcard Characters: know what they are
- Wildcard Character: know what they do
- Substituting different Wildcard Characters and determining the results of a search
- Venn Diagram