Excel
Workspace

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DEPARTAMENTO **CIÊNCIA E TECNOLOGIA**
DCT

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CONTENT

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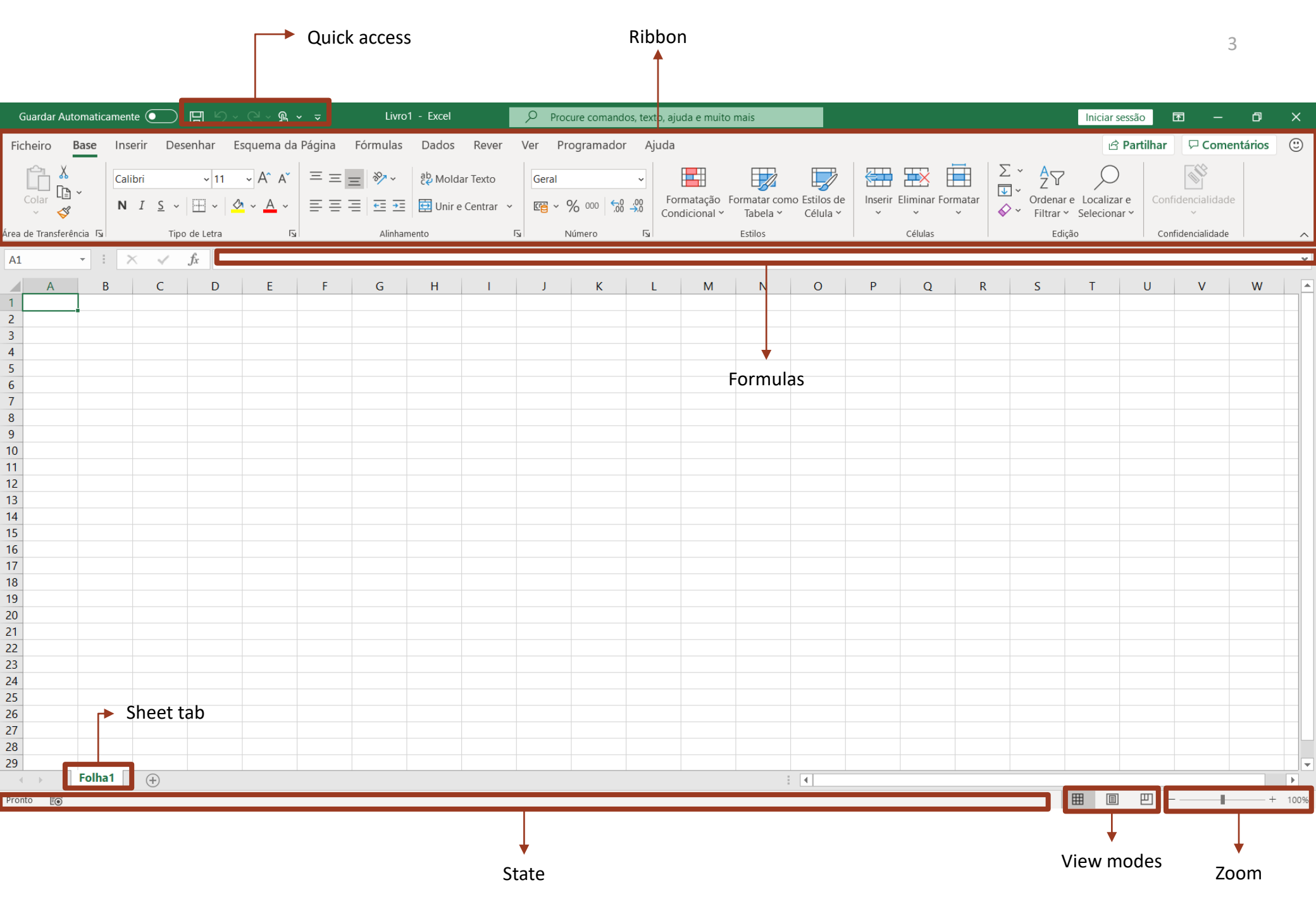
Quick access

Ribbon

Formulas

Sheet tab

State

View modes

Zoom

Ribbon tabs

Ribbon group

Ribbon command
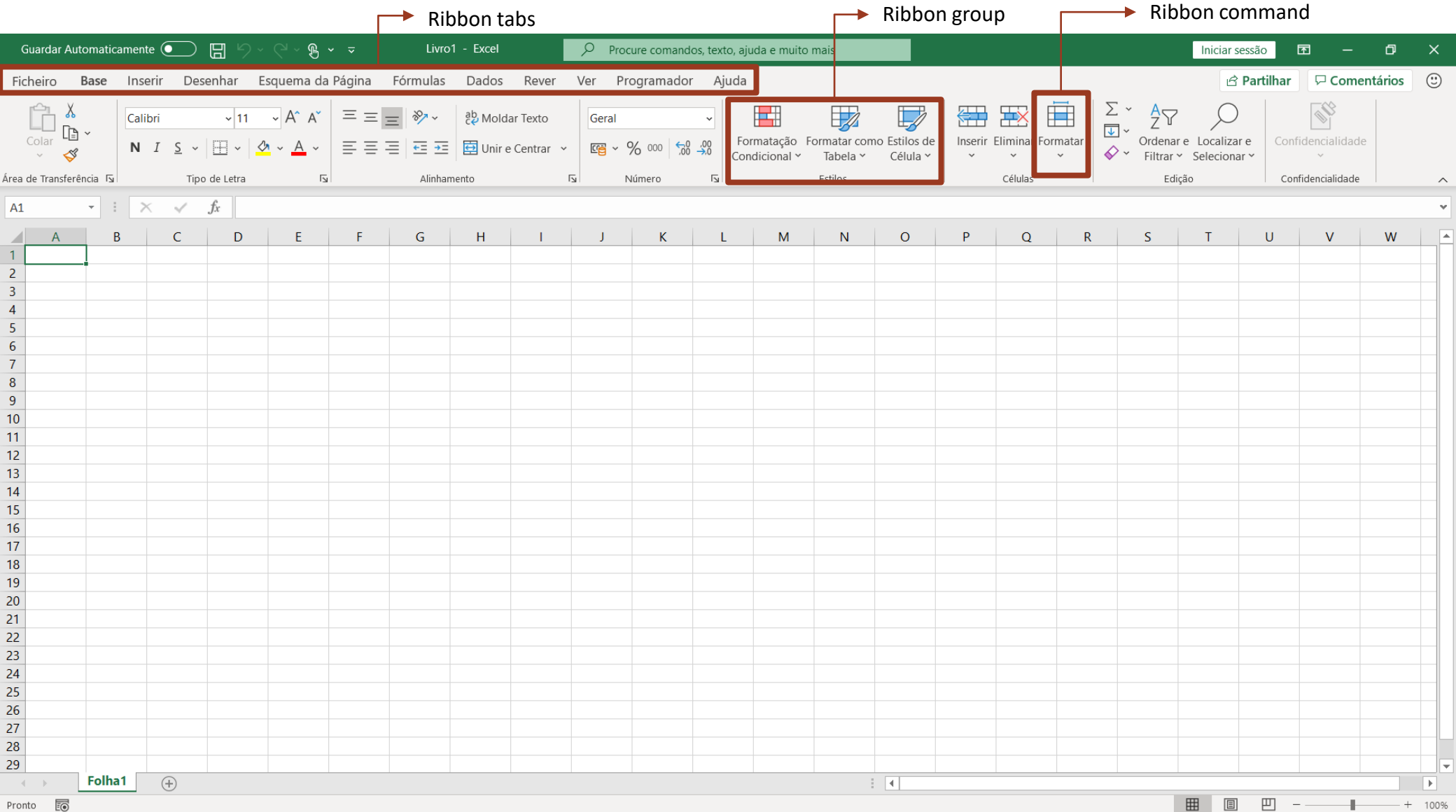
File tab

Document/file management

- A document is a book.
- Each book contains sheets.

Examples:

- Create
- Save
- Share
- Print
- Send

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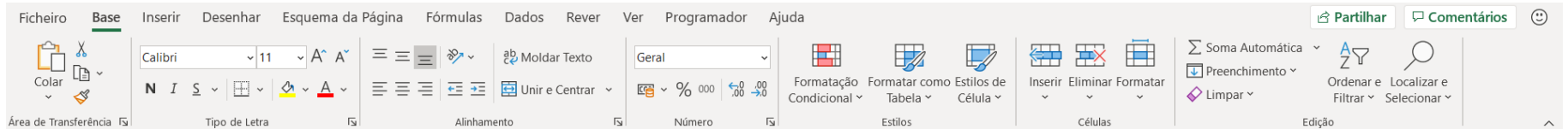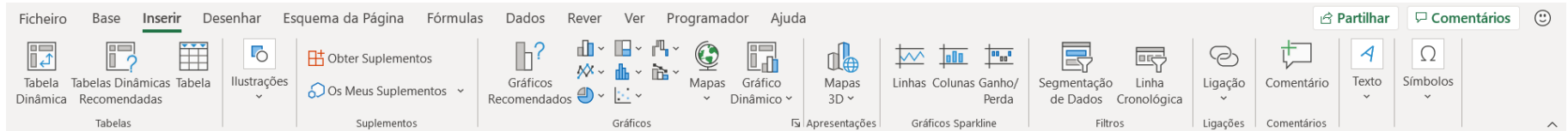
Home tab

Commands:

- Data transfer
- Cell formatting
- Styles
- Cell insertion and elimination
- Editing
- Search

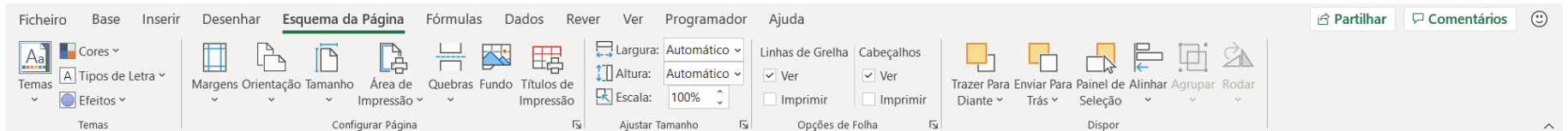DEPARTAMENTO **CIÊNCIA E TECNOLOGIA**

Insert tab

Commands for inserting several elements. Example:

- Charts

- Pivot tables and charts

- Pictures

- Text

Page layout tab

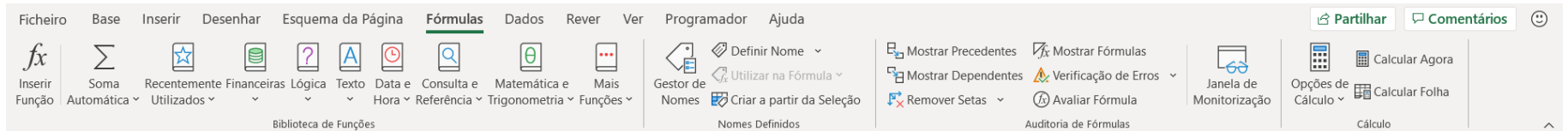Commands:

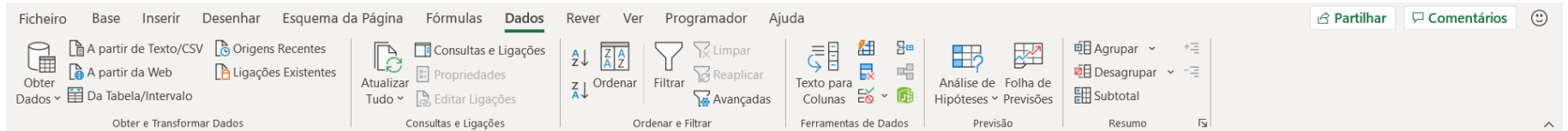- Set sheet's theme, size and options
- Prepare the sheet for printing

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Formulas tab

Commands:

- Insert formulas

- Define name references

- Audit formulas

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Data tab

Commands:

- Obtain external data

- Manage and analyse data

Review tab

Commands:

- Spelling
- Comments
- Sheet protection

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View tab
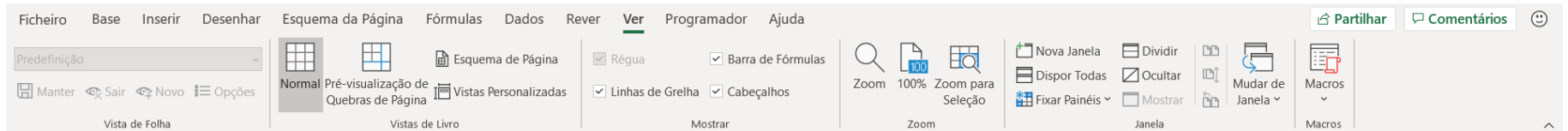
Configure view options

Developer tab

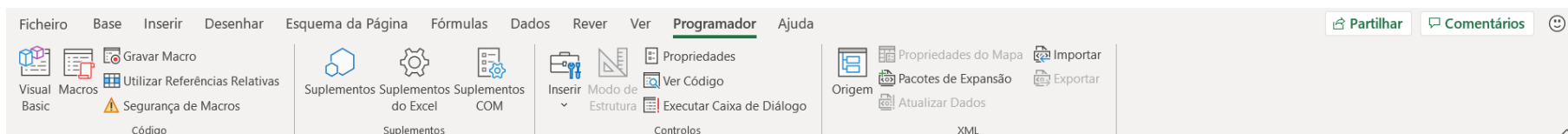This tab is not visible by default.

To activate it:

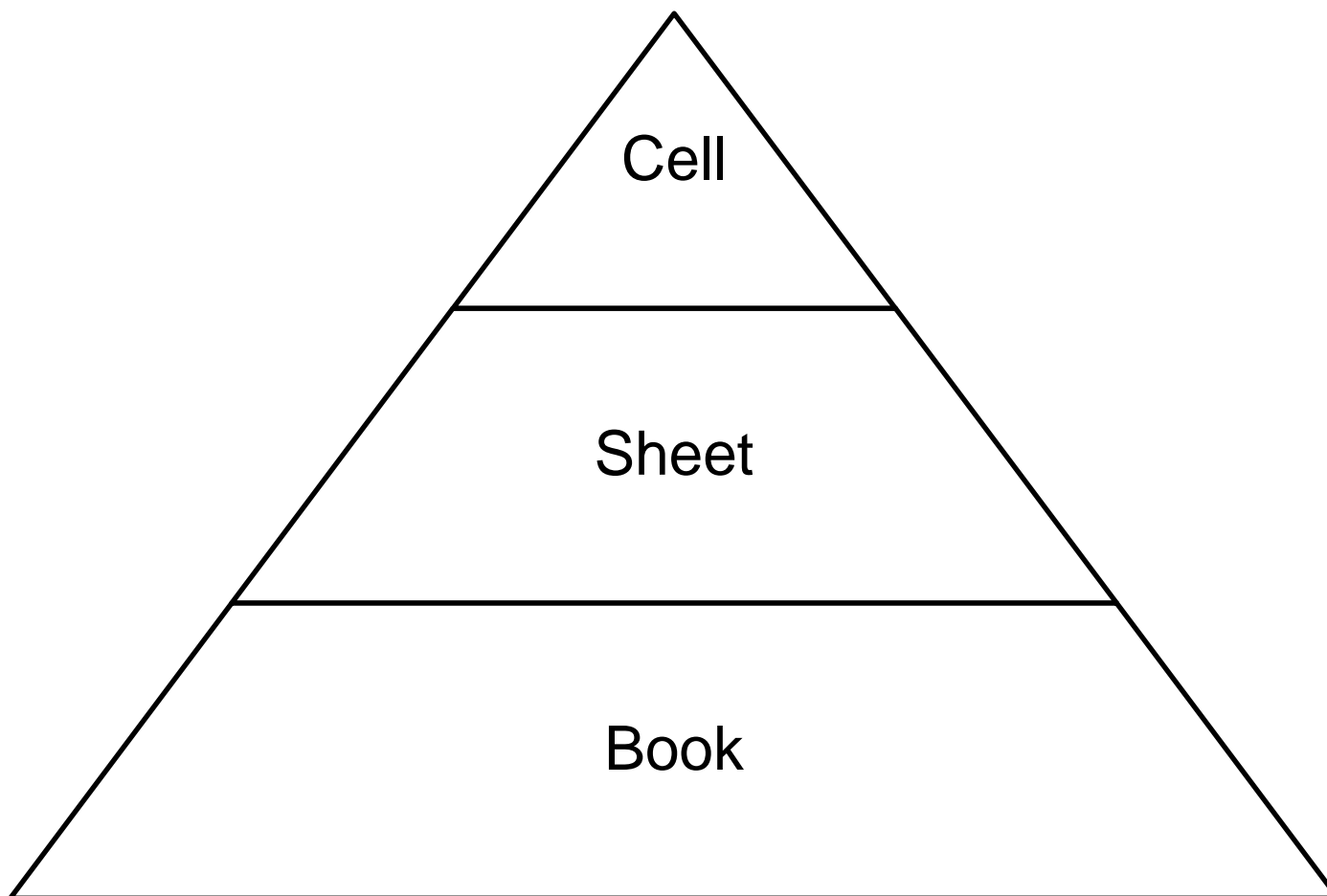Right click a blank space in the ribbon

Choose "Customise the ribbon"

On the tight, check "Developer"

Click "Ok"

Task automation through macros and coding

Structure

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Do conhecimento à prática.