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DATE

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1	DATE	TRANSACTION ID	PRODUCT	INCOME
2	6/1/2015	8888707884	AUTOMATE HTTA LINK TO OEM KEYLESS ENTRY	1,082.92 €
3	6/1/2015	8888704231	AUTOMATE AMI LINK TO OEM REMOTES	1,082.94 €
4	6/1/2015	8888704877	AUTOMATE AMI KEYLESS ENTRY	895.04 €
5	6/1/2015	8888704894	AUTOMATE AMI 3-WAY	720.08 €
6	6/1/2015	8888704871	AVANTGUARD 5 AUTO SECURITY SB SERIES	808.99 €
7	6/1/2015	8888704877	AVI-START 4000	884.97 €

SALES

2015-2016



100%

? A O □ Project 1 of 7

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Summary

Restart project

Save project

Grade project

Overview

TASK 1

TASK 2

TASK 3

TASK 4

TASK 5

TASK 6

You are the data analyst of a company that sells car parts. Your manager asked for your help to make some changes on the workbook that displays the sales for the current year.

Previous task

Mark for review

Mark completed

Next task

# Excel Certification Study Guide

**Mark Dodge**

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*MOS Study Guide for Microsoft Excel Exam MO-200* Joan Lambert, 2020-03-11 Advance your everyday proficiency with Excel And earn the credential that proves it Demonstrate your expertise with Microsoft Excel Designed to help you practice and prepare for Microsoft Office Specialist Excel Associate Excel and Excel 2019 certification this official Study Guide delivers In depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands on tasks to practice what you ve learned Ready made practice files Sharpen the skills measured by these objectives Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by Using Formulas and Functions Manage Charts About MOS A Microsoft Office Specialist MOS certification validates your proficiency with Microsoft Office programs demonstrating that you can meet globally recognized performance standards Hands on experience with the technology is required to successfully pass Microsoft Certification exams

### **MCA Microsoft**

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**Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation** Daniel John Stine, 2020-06-02 Explains everything current Excel users need to know about the exam process Covers the five main categories of the exam Includes practice exam software videos and flashcards Reviews the Excel user interface and terminology Internationally recognized certification in Microsoft Excel can open up a world of benefits to you and Microsoft Office Specialist Excel Associate 365 2019 Exam Preparation includes everything you need to prepare for the exam Designed for those already familiar with Excel this book provides detailed information about how and where to take the exam and exactly what to expect Each chapter is built on one of the five exam topics Ample study material is provided including practice exam software and video tutorials for every outcome in the book The author will guide you like a personal Excel coach helping you to boost your knowledge pinpoint skills you need to work on and gain the confidence to be able to pass the exam Why certification is important Microsoft Excel Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Excel skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Office Specialist Excel Associate certification is the first step to prove your skill level and open doors to career opportunities Outline of the book This book leads you through the exam process from beginning to end The first chapter includes the exact steps to take to register for the exam and find an exam center tips on using your time wisely during the exam and an overview of Excel's user interface and important terminology The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by using Formulas and Functions and Manage Charts Short video tutorials are included for every single outcome in the book 70 in all for when you need extra help or learn best by observation Excel practice exam software included Unlike any other Excel exam manual available this book includes Excel practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam

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