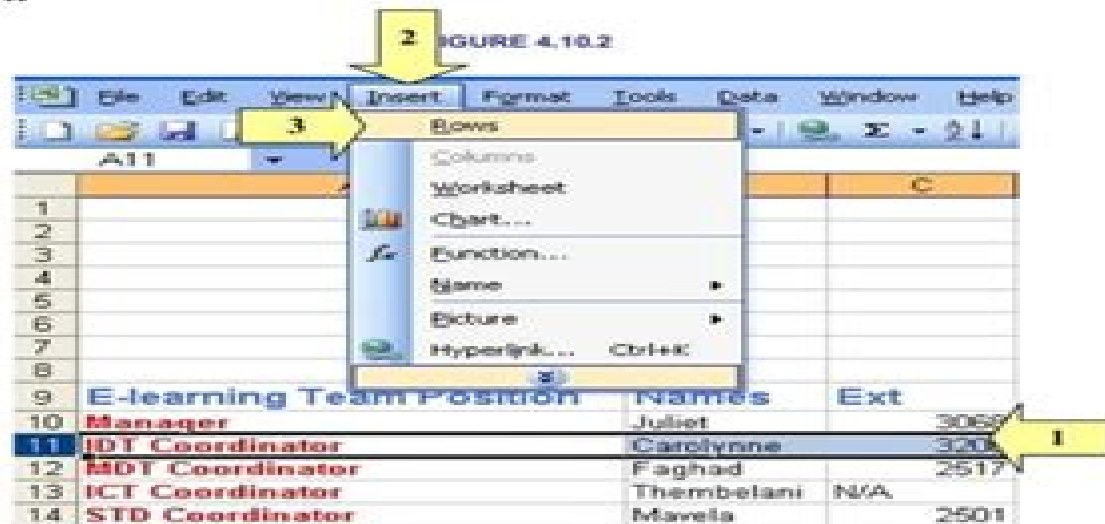


## Inserting Row



- STEP 1: Highlight the Row you want to insert.
- STEP 2: Click Insert
- STEP 3: Click Row

FIGURE 4.10.2

The screenshot shows the result of inserting a new row. The worksheet now has columns A, B, and C, and rows 1 through 7. Row 3 is highlighted, and a yellow arrow labeled '1' points to it. The data in the worksheet is as follows:

	A	B	C
1	E-learning Team Position	Names	Ext
2	Manager	Juliet	3068
3	IDT Coordinator	Carolynne	3200
4	MDT Coordinator	Faghad	2517
5	ICT Coordinator	Thembelani	N/A
6	STD Coordinator	Mavela	2501

Figure 4.10.2 after the ROW is inserted

# Microsoft Excel Training Manual

**AW Rasmussen**



## **Microsoft Excel Training Manual:**

Microsoft Excel Intermediate Training Manual Richard Walters, 2019-03-28 The Excel Intermediate Training Manual has been designed to provide examples of how to use many useful features in Microsoft Excel and create formulas and functions All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge

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Worksheet Tools 1 Inserting and Deleting Worksheets 2 Selecting Multiple Worksheets 3 Navigating Worksheets 4 Renaming Worksheets 5 Coloring Worksheet Tabs 6 Copying or Moving Worksheets

Setting Worksheet Layout 1 Using Page Break Preview 2 Using the Page Layout View 3 Opening The Page Setup Dialog Box 4 Page Settings 5 Setting Margins 6 Creating Headers and Footers 7 Sheet Settings

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**Microsoft Excel Advanced Training Manual** Karim Dastgir, Richard Walters, 2019-03-28 The Excel Advanced Training Manual has been designed to provide examples of how to use many useful features in Microsoft Excel and create formulas and functions All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge

*Microsoft Excel Introduction Training Manual* Richard Giles Walters, 2021-04-21 Microsoft Excel Introduction Training Manual has been designed to provide examples of how to use Microsoft Excel including skills such as navigating the Excel environment and creating basis formulas All examples demonstrated in the book have been produced as Step by Step visual examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each

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Training ISAVET programme s structure core competencies learning outcomes training activities training modules field assignments supervision monitoring and evaluation for Trainees The intended audience of the manual are individuals enrolled in the Frontline ISAVET at the national level The manual references other ISAVET manuals and documents e g ISAVET Trainer Manual ISAVET Mentor Manual SOPs course registration forms and templates etc This manual will serve as an FAO global resource for national capacity development of Veterinary Services to detect and respond to emerging infectious animal diseases including transboundary animal diseases and zoonotic diseases

**Windows 7 and Introduction to Computers** Yolandie Mostert,2014-01-14 An introduction to Computers and exploring Windows 7 This book is designed for beginners that has never worked on a computer before and also for those that want to learn Windows 7 The book includes how to create user accounts and set parental controls so that you can restrict your employees or children from accessing certain games or access the PC at certain times You will learn how to browse using the Explorer how to create files and folders how to search for certain files and learn what system files you should not delete to ensure that your computer keeps on working You will also learn how to speak to your computer and give it voice instructions instead of just clicking on the PC

**End-User Computing: Concepts, Methodologies, Tools, and Applications** Clarke, Steve,2008-02-28 Covers the important concepts methodologies technologies applications social issues and emerging trends in this field Provides researchers managers and other professionals with the knowledge and tools they need to properly understand the role of end user computing in the modern organization

**Microsoft Excel** Julia Cox,2003 This manual provides an introduction to Excel 97 2000 and XP for blind or partially sighted users The text covers the basic procedures and describes only shortcut keystrokes or menu commands to carry out the tasks

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