Overview

• Some Terminology
• Updated Features
• A Few Useful Features
• Table Formatting
• V-Lookup
Some Terminology

- Workbook
- Worksheet
- Ribbon
- Tab
Updated Features

- Flash Fill
- Separate workbooks, separate windows
- Simplified PivotTables
- Chart Recommendations
- Quick Analysis
- ...signing in...
A Few Useful Features

• Spellcheck
• Remove Duplicates
• Format Painter
• AutoSum
Table Formatting
VLookup

(lookup_value, table_array, col_index_num, range_lookup)
Questions?

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Usually the best way!