

# Using Office Backstage 3

## LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Printing with Backstage	Set a print area.	1.5.1
	Print all or part of a workbook.	1.5.3
	Set print scaling.	1.5.4
	Modify page setup.	1.3.4
Changing the Excel Environment	Customize the Quick Access Toolbar.	1.4.3
Accessing and Using Excel Templates	Create a workbook.	1.1.1

## SOFTWARE ORIENTATION

### Microsoft Excel 2016 Backstage View

The ribbon is a visual interface that allows you to work in a file and perform tasks such as changing fonts, creating charts, and formatting numbers. The Backstage view, on the other hand, is a visual interface that enables you to use and master Excel's file management features—functions that allow you to do things to a file rather than in a file. Backstage view's left-side navigation pane (see Figure 3-1) gives you access to workbook and file-related commands through a series of tabs, including InGo, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. Each tab provides related options and settings to help you manage your Excel workbook files.



Figure 3-1  
Backstage view—Open tab

# Excel Lesson 3 Answers

**Crystal Panek**



## Excel Lesson 3 Answers

Microsoft Excel 2019 Data Analysis and Business Modeling Wayne Winston, 2019-03-28 Master business modeling and analysis techniques with Microsoft Excel 2019 and Office 365 and transform data into bottom line results Written by award winning educator Wayne Winston this hands on scenario focused guide helps you use Excel to ask the right questions and get accurate actionable answers New coverage ranges from Power Query Get Transform to Office 365 Geography and Stock data types Practice with more than 800 problems many based on actual challenges faced by working analysts Solve real business problems with Excel and build your competitive advantage Quickly transition from Excel basics to sophisticated analytics Use PowerQuery or Get Transform to connect combine and refine data sources Leverage Office 365 s new Geography and Stock data types and six new functions Illuminate insights from geographic and temporal data with 3D Maps Summarize data with pivot tables descriptive statistics histograms and Pareto charts Use Excel trend curves multiple regression and exponential smoothing Delve into key financial statistical and time functions Master all of Excel s great charts Quickly create forecasts from historical time based data Use Solver to optimize product mix logistics work schedules and investments and even rate sports teams Run Monte Carlo simulations on stock prices and bidding models Learn about basic probability and Bayes Theorem Use the Data Model and Power Pivot to effectively build and use relational data sources inside an Excel workbook Automate repetitive analytics tasks by using macros

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Lesson 79 Turn Data Lesson 80 in Header Lesson 81 Choose from a List Lesson 82 Tool Tips for a Cell Lesson 83 Word Processing in Excel Lesson 84 Mapping Data Lesson 85 Have a Talk with Excel *Whizkids Comp Lit Xp Series Ii Tm (ms Excel)' 03 Ed. ,* **Windows Operating System Fundamentals** Crystal Panek,2019-11-12 A clear and concise resource the ideal guide to Windows for IT beginners Windows Operating System Fundamentals covers everything you need to know about Windows 10 Learn to master the installation process and discover the cool new features of Windows 10 including Edge Cortana and more And because this book follows the Windows Server Operating System Fundamentals MTA Certification it is perfect for IT professionals who are new to the industry and need an entry point into IT certification This book covers the basics of the Windows operating system from setting up user accounts to using the start menu running applications and setting up internet access You ll be prepared to upgrade a computer to Windows 10 and to master the basic tools necessary to work effectively within the OS Each chapter closes with a quiz so you can test your knowledge before moving to the next section Learn to configure your Windows 10 operating system optimize account controls configure user profiles customize system options and more Understand how to use Windows applications and tools for managing LAN settings configuring Microsoft Edge and setting up remote assistance Use Windows to manage devices like printers cloud storage OneDrive and system devices Maintain update protect and backup your data by configuring Windows Update automated backup and system recovery and restore With Windows Operating System Fundamentals IT Professionals looking to understand more about Windows 10 will gain the knowledge to effectively use applications navigate files and folders and upgrade client systems Thanks to the troubleshooting tools and tips in this book you can apply your new skills in real world situations and feel confident while taking the certification exam Data Analysis Using SQL and Excel Gordon S. Linoff,2010-09-16 Useful business analysis requires you to effectively transform data into actionable information This book helps you use SQL and Excel to extract business information from relational databases and use that data to define business dimensions store transactions about customers produce results and more Each chapter explains when and why to perform a particular type of business analysis in order to obtain useful results how to design and perform the analysis using SQL and Excel and what the results should look like **ICT Framework Solutions Year 8** Stephen Doyle,2004 This suite of straightforward easy to manage suite of resources comprises a Student Book and Teacher Support Pack and CD ROM for pupils in year 8 **ActiveEducation Excel 2000 Advanced** Laurie Ann Ulrich,ActiveEducation Staff,1999-11 *Building Vocabulary: Level 10 Kit* ,2010-01-29 Building Vocabulary from Word Roots provides a systematic approach to teaching vocabulary using Greek and Latin prefixes bases and suffixes Over 90% of English words of two or more syllables are of Greek or Latin origin Instead of learning words and definitions in isolation students learn key roots and strategies for deciphering words and their meanings across all content areas Building Vocabulary from Word Roots Level 10 kit includes Teacher s Guide Student Guided Practice Book Each kit includes a single copy additional copies may be ordered in quantities of 10 or more

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