

# Excel Exam Study Guide: ISAT 229

Microsoft Excel  
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## Key Terms:

### Excel Chapter 1

Workbook  
Worksheet  
Column  
Row  
Cell  
Ribbon  
Home tab  
Fonts  
Page headers  
Status Bar  
Formula Bar  
Entering Titles  
Copying a Cell  
Fill Handle  
Functions  
Blank cells  
Merging Cells  
Adding a Chart

### Excel Chapter 2

Formula  
Formula arguments  
Copying Formulas  
Average/MIN/MAX  
Range Finder  
Accounting Format  
Conditional Formatting

### Excel Chapter 3

Inserting a Row/Column  
Freezing Panes  
Absolute Cell Referencing  
Relative Cell Referencing  
IF Function  
Nested IF Function  
Goal Seeking