

# Spreadsheet Application

## Study Guide

- Adding a Button to a Toolbar
- ASCII
- Autofilter Feature
- Calculating Using the If Function, Sumif
- Cell Terminology
- Copying Objects Between Applications
- Creating a Template
- Creating Macros
- Different Versions of a Worksheet
- Error Message Symbol
- Filter Field
- Formulas Version Verification
- How Do You Put the Width of the Column will be Increased/Decreased so the Widest Entry will Fit in the Column
- How Do You Know Which Field is Filtered
- If Functions
- Interactive Pivot Table
- Number of Worksheets Available
- Pivot Charts
- Pivot Tables
- Pivot Tables Copying Objects Between Applications
- Process of Finding and Correcting Errors in a Worksheet
- Queries in a Table
- Sharing the Same Workbook on a Network
- Steps to Planning a Workbook
- Toggling Between Insert Mode and Overtyping Mode
- Types of Charts and Using Charts
- Types of Functions
  - Types of Charts
  - Count, Sum, Countif, And, Or
- Types of Mouse Pointers
- Updating Data in a Worksheet
- Valid Format Symbols
- Verify Formula Version
- Visual Basic
- Vlookup
- Worksheets in a Workbook