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- Templates
- Borders & Shading
- Columns, Tabs & Alignment
- Images, Tables & Charts
- Printing Envelopes & Labels
- Headers & Footers

Excel 2013 — over 140 lessons**
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- Spreadsheet Formatting
- Creating Charts
- Entering Formulas
- Creating Workbooks
- Entering Data
- Changing Cell Alignment
- Inserting Graphics
- Using AutoFilter
- Inserting Functions
- Using Financial Functions
- Number Formatting
- Working with AutoComplete
- Changing Styles

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- PowerPoint Views
- Publishing to the Web
- Using Templates
- Adding Images
- Drawing Tools
- Selecting & Grouping
- Adding Tables & Charts
- Using Outline Tools
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System Requirements
- Pentium® PC or Higher
- Microsoft® Windows® 8, Windows 7, Vista® or XP
- Average 150 MB Hard Drive space available per application
- 1280 x 768, 16-Bit or Higher Display
- DVD-ROM Drive
- Sound Card - Mouse
- Speakers or Headphones
- Internet Access for Activation

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