

Chapter 1 Excel: Creating and Editing Workbooks

1. In Microsoft Excel, the file you create and edit is called a:
 - a. Form
 - b. Ledger
 - c. Table
 - d. **Workbook**
 - e. Record

2. By default, Excel 2019 files are saved with this extension.
 - a. .xls
 - b. **.xlsx**
 - c. .csv
 - d. .xbl
 - e. .ods

4. When you click on a cell to activate it, the cell address appears in the:
 - a. formula window
 - b. **name box**
 - c. task bar
 - d. dropdown menu
 - e. comment bubble

5. When you want to delete characters in a cell to the left of the insertion point press:
 - a. Delete
 - b. Enter
 - c. Edit
 - d. **Backspace**
 - e. End

Microsoft Excel Chapter 1 Test Answers

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web jan 10 2023 group therapy progress notes as mentioned above group therapy progress notes often mean creating one note for each client in the session that addresses both group dynamics and the individual client's progress names of other group members should be noted as initials to protect confidentiality

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web jan 7 2021 1 progress notes are professional documents that communicate important information on a patient's condition between multiple providers in mental health contexts they must be stored privately and securely in a HIPAA compliant manner difference between progress psychotherapy notes

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web the group psychotherapy progress note is used for billable outpatient psychotherapy groups use the intensive services progress note form to document other groups offered as part of programs such as partial hospitalization PHP community based adolescent treatment cbat and transitional support services tss