

Video Name	Time	Keywords	Link
Add and edit data	4:08	Add data	https://support.office.com/en-us/article/Video-Add-and-edit-data-2661a56a-196c-49c0-9dc3-ca785df9df9b?ui=en-US&rs=en-US&ad=US
Add and edit data	4:08	Edit data	https://support.office.com/en-us/article/Video-Add-and-edit-data-2661a56a-196c-49c0-9dc3-ca785df9df9b?ui=en-US&rs=en-US&ad=US
Add and edit data	4:08	Add and edit numeric data	https://support.office.com/en-us/article/Video-Add-and-edit-data-2661a56a-196c-49c0-9dc3-ca785df9df9b?ui=en-US&rs=en-US&ad=US
Add and edit data	4:08	Add and edit text data	https://support.office.com/en-us/article/Video-Add-and-edit-data-2661a56a-196c-49c0-9dc3-ca785df9df9b?ui=en-US&rs=en-US&ad=US
Add and edit data	4:08	Modify an entry	https://support.office.com/en-us/article/Video-Add-and-edit-data-2661a56a-196c-49c0-9dc3-ca785df9df9b?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Apply horizontal alignment	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Apply vertical alignment	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Align numeric data	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Wrap text	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Merge cells	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Resize columns	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Resize and merge cells and align data	5:04	Resize rows	https://support.office.com/en-us/article/Video-Resize-and-merge-cells-and-align-data-483730f9-7cdb-4d67-b9e6-ffabd6401e16?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Format numeric data	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Apply Accounting format	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US

Format numbers in cells	5:47	Apply Comma format	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Apply Currency format	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Change the number of decimals displayed	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Format dates	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Apply time formats	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Use special formats for data such as phone number	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Format numbers in cells	5:47	Use Format Cells Number dialog box	https://support.office.com/en-us/article/Video-Format-numbers-in-cells-e6656c9b-a36a-4143-8fe4-5b6de0d9486b?ui=en-US&rs=en-US&ad=US
Change the look of cells	4:31	Select predefined cell styles	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US
Change the look of cells	4:31	Specify a font	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US
Change the look of cells	4:31	Insert columns/rows	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US
Change the look of cells	4:31	Delete columns/rows	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US
Change the look of cells	4:31	Change text color	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US
Change the look of cells	4:31	Apply bold	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US

Change the look of cells	4:31	Apply italics	https://support.office.com/en-us/article/Video-Change-the-look-of-cells-3e76ab4d-e39f-4feb-b3b8-0e09e27ffbaa?ui=en-US&rs=en-US&ad=US
Copy cell formatting	5:31	Copy cell formatting using copy/paste	https://support.office.com/en-us/article/Video-Copy-cell-formatting-6207db27-7981-4b83-bd29-cc68c333dcfa?ui=en-US&rs=en-US&ad=US
Copy cell formatting	5:31	Use Format Painter	https://support.office.com/en-us/article/Video-Copy-cell-formatting-6207db27-7981-4b83-bd29-cc68c333dcfa?ui=en-US&rs=en-US&ad=US
Copy cell formatting	5:31	Copy using the Fill Handle	https://support.office.com/en-us/article/Video-Copy-cell-formatting-6207db27-7981-4b83-bd29-cc68c333dcfa?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Select a cell	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Select a cell range	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Select a row/column	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Select a worksheet	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Select non-adjacent columns	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Select non-contiguous cells/ranges	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Enter data in non-contiguous cells at once	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Hide non-contiguous columns	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Select cell contents	5:36	Copy visible columns	https://support.office.com/en-us/article/Video-Select-cell-contents-c5e3b5c7-89f9-4d4c-9ef5-1dffaebff52d?ui=en-US&rs=en-US&ad=US
Move or copy cell contents	3:13	Move by dragging from one cell to another	https://support.office.com/en-us/article/Video-Move-or-copy-cell-contents-59b01879-ea2a-4f76-b2e4-e437fc45c61d?ui=en-US&rs=en-US&ad=US
Move or copy cell contents	3:13	Cut/paste cell values and ranges	https://support.office.com/en-us/article/Video-Move-or-copy-cell-contents-59b01879-ea2a-4f76-b2e4-e437fc45c61d?ui=en-US&rs=en-US&ad=US
Move or copy cell contents	3:13	Copy/paste cell values and ranges	https://support.office.com/en-us/article/Video-Move-or-copy-cell-contents-59b01879-ea2a-4f76-b2e4-e437fc45c61d?ui=en-US&rs=en-US&ad=US
Insert or delete rows or columns	3:22	Insert columns/rows	https://support.office.com/en-us/article/Video-Insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?ui=en-US&rs=en-US&ad=US

Insert or delete rows or columns	3:22	Delete columns/rows	https://support.office.com/en-us/article/Video-Insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?ui=en-US&rs=en-US&ad=US
Insert or delete rows or columns	3:22	Insert cells	https://support.office.com/en-us/article/Video-Insert-or-delete-rows-or-columns-7450f58a-517f-48ae-bace-248346e52275?ui=en-US&rs=en-US&ad=US
Resize rows and columns	4:34	Resize columns/rows using Best Fit	https://support.office.com/en-us/article/Video-Resize-rows-and-columns-2d73d527-2725-4bed-b199-9a981362b5f9?ui=en-US&rs=en-US&ad=US
Resize rows and columns	4:34	Resize columns/rows by dragging the border	https://support.office.com/en-us/article/Video-Resize-rows-and-columns-2d73d527-2725-4bed-b199-9a981362b5f9?ui=en-US&rs=en-US&ad=US
Resize rows and columns	4:34	Apply vertical alignment	https://support.office.com/en-us/article/Video-Resize-rows-and-columns-2d73d527-2725-4bed-b199-9a981362b5f9?ui=en-US&rs=en-US&ad=US
AutoFill time spans	4:04	Use the Fill Handle	https://support.office.com/en-us/article/Video-AutoFill-time-spans-11091064-f01e-4fe1-bc76-f975e386597c?ui=en-US&rs=en-US&ad=US
AutoFill time spans	4:04	Use the Fill Handle to enter sequences	https://support.office.com/en-us/article/Video-AutoFill-time-spans-11091064-f01e-4fe1-bc76-f975e386597c?ui=en-US&rs=en-US&ad=US
Split and combine data	2:05	Use Flash Fill	https://support.office.com/en-us/article/Video-Split-and-combine-data-0edb925e-2af7-47fb-895a-28a07d5b73d4?ui=en-US&rs=en-US&ad=US
Split and combine data	2:05	Use pattern matching to fill a range	https://support.office.com/en-us/article/Video-Split-and-combine-data-0edb925e-2af7-47fb-895a-28a07d5b73d4?ui=en-US&rs=en-US&ad=US
Build custom numeric formats	1:54	Format cells	https://support.office.com/en-us/article/Video-Build-custom-numeric-formats-2e67d937-d5d5-46d1-b371-3192bafd0237?ui=en-US&rs=en-US&ad=US
Build custom numeric formats	1:54	Create a custom format	https://support.office.com/en-us/article/Video-Build-custom-numeric-formats-2e67d937-d5d5-46d1-b371-3192bafd0237?ui=en-US&rs=en-US&ad=US
Validate cell data	3:15	Validate data using Data Validation	https://support.office.com/en-us/article/Video-Validate-cell-data-82cfacc1-46ed-400f-863d-1ee0400f5fa7?ui=en-US&rs=en-US&ad=US
Validate cell data	3:15	Restrict entries to a specified data type	https://support.office.com/en-us/article/Video-Validate-cell-data-82cfacc1-46ed-400f-863d-1ee0400f5fa7?ui=en-US&rs=en-US&ad=US
Create reusable lists	3:38	Create and use a custom list	https://support.office.com/en-us/article/Video-Create-reusable-lists-368959da-4ec8-43ea-9883-1615e582de01?ui=en-US&rs=en-US&ad=US
Create reusable lists	3:38	Sort data using a custom list	https://support.office.com/en-us/article/Video-Create-reusable-lists-368959da-4ec8-43ea-9883-1615e582de01?ui=en-US&rs=en-US&ad=US