

Excel Training from Microsoft: Videos

Video Name	Time	Keywords	Link
Workbook, cells, and formulas: Getting started			
What is Excel?	1:05	Introduction	https://support.office.com/en-us/article/Video-What-is-Excel-842fb550-07cb-42d1-9a9f-c55789efed57?ui=en-US&rs=en-US&ad=US
Create a workbook	2:53	Create workbook Excel templates	https://support.office.com/en-us/article/Video-Create-a-workbook-82e9eab2-2e4e-463a-baa5-669b6c8ac543?ui=en-US&rs=en-US&ad=US
Add, delete, or rename sheets	2:59	Add sheet Delete sheet Rename sheet	https://support.office.com/en-us/article/Video-Add-delete-or-rename-sheets%e2%80%8b-861d97cb-3b33-4978-92e4-9446dc19b8da?ui=en-US&rs=en-US&ad=US
Workbook, cells, and formulas: Designing workbooks			
Hide or unhide columns	2:44	Hide column Unhide column	https://support.office.com/en-us/article/Video-Hide-or-unhide-columns-95146525-ce4f-4ff6-a118-c0724deb1a98?ui=en-US&rs=en-US&ad=US
Freeze top and left panes	3:17	Freeze panes Freeze row/column headings	https://support.office.com/en-us/article/Video-Freeze-top-and-left-panes-94708bae-df5c-4c3b-888c-621cf5d4bc94?ui=en-US&rs=en-US&ad=US
Move or copy worksheets	2:41	Move/copy a worksheet within workbook Copy a worksheet to another workbook	https://support.office.com/en-us/article/Video-Move-or-copy-worksheets-48580e26-5b6d-48d3-afb5-317e18006dcb?ui=en-US&rs=en-US&ad=US
Apply themes to change the look of a workbook	1:50	Apply a theme Maintain consistency in design from worksheet to worksheet	https://support.office.com/en-us/article/Video-Apply-themes-to-change-the-look-of-a-workbook-51fb88ae-a7e9-455f-a79d-1ef2d7bd1bc7?ui=en-US&rs=en-US&ad=US
Workbook, cells, and formulas: Add text and data			

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Add and edit data	4:08	Add data Edit data Add and edit numeric data Add and edit text data 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 Apply vertical alignment Align numeric data Wrap text Merge cells Resize columns 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 Apply Accounting format Apply Comma format Apply Currency format Change the number of decimals displayed Format dates Apply time formats Use special formats for data such as phone number 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 Specify a font Insert columns/rows Delete columns/rows Change text color Apply bold 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

Video Name	Time	Keywords	Link
Copy cell formatting	5:31	Copy cell formatting using copy/paste Use Format Painter 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 Select a cell range Select a row/column Select a worksheet Select non-adjacent columns Select non-contiguous cells/ranges Enter data in non-contiguous cells at once Hide non-contiguous columns 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 Cut/paste cell values and ranges 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 Delete columns/rows 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 Resize columns/rows by dragging the border 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 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

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Split and combine data	2:05	Use Flash Fill 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 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 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 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
Workbook, cells, and formulas: Use formulas and functions			
Create formulas	4:00	Enter a formula Enter a formula with a function Use relative references Use absolute references	https://support.office.com/en-us/article/Video-Create-formulas-23936c25-8fde-4ec3-a868-a8add99f884d?ui=en-US&rs=en-US&ad=US
Name cells and ranges	5:20	Create and use cell names Create and use range names	https://support.office.com/en-us/article/Video-Name-cells-and-ranges-8ad05e62-bc18-49fc-937b-8f4144c256c2?ui=en-US&rs=en-US&ad=US
Use Trace to fix formula errors	4:10	Graphically Trace Dependents in a formula Graphically Trace Precedents in a formula	https://support.office.com/en-us/article/Video-Use-Trace-to-fix-formula-errors-689e22fc-9886-46c0-87ca-1fb626ec87e9?ui=en-US&rs=en-US&ad=US
Locate functions	2:17	Enter functions using the Formulas tab Select functions based on type Get help on individual functions	https://support.office.com/en-us/article/Video-Locate-functions-56bad091-a973-45ed-88f8-234f0cde0d24?ui=en-US&rs=en-US&ad=US

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		Get help about the function and parameters for a chosen function	
Calculations using functions	7:00	Select function by category Insert functions Using the function button Rank function Count function CountA function Median function STD function Large function Small function	https://support.office.com/en-us/article/Video-Calculations-using-functions-1aaa835d-8414-4194-873a-5a20183c6b98?ui=en-US&rs=en-US&ad=US
Tables, charts, and analysis: Add and format tables			
Create and format tables	4:13	Convert data to a table Apply table styles Add rows/columns to a table	https://support.office.com/en-us/article/Video-Create-and-format-tables-bf0ce08b-d012-42ec-8ecf-a2259c9faf3f?ui=en-US&rs=en-US&ad=US
Sort data in a table	6:05	Sort data in a table Sort data with headers	https://support.office.com/en-us/article/Video-Create-and-format-tables-bf0ce08b-d012-42ec-8ecf-a2259c9faf3f?ui=en-US&rs=en-US&ad=US
Filter data in a table	4:24	Filter data in a table Use the filter button Use the down-arrow to filter Using text filter Using numeric filter Using date filter Sort filtered data Clearing filter	https://support.office.com/en-us/article/Video-Filter-data-in-a-table-7fbe34f4-8382-431d-942e-41e9a88f6a96?ui=en-US&rs=en-US&ad=US
Add a Total row to a table	1:18	Add a total row to a table Change the function used by a total row in a table	https://support.office.com/en-us/article/Video-Add-a-Total-row-to-a-table-9885a56c-51b5-487a-a168-054afd034631?ui=en-US&rs=en-US&ad=US

Video Name	Time	Keywords	Link
		Add row to table that contains a total row	
Filter data with slicers	5:11	Convert data to a table Create slicers Use slicers to interactively modify the data viewed in a table	https://support.office.com/en-us/article/Video-Filter-data-with-slicers-3517fa12-353e-4907-b94d-b8e9b500ee33?ui=en-US&rs=en-US&ad=US
Tables, charts, and analysis: Add and format charts			
Create charts	3:21	Create a chart Use the chart button Use the Alt F1 key to create a Quick chart Learn about the Chart Tools Design tab Learn about the Chart Tools Format tab	https://support.office.com/en-us/article/Video-Create-charts-231c42d2-5e58-40e1-99f0-cbe618cfee1d?ui=en-US&rs=en-US&ad=US
Add sparkline charts	3:25	Add sparkline charts Format a sparkline chart	https://support.office.com/en-us/article/Video-Add-sparkline-charts-8d2399ed-748e-4fb5-95c9-eed8177f116d?ui=en-US&rs=en-US&ad=US
Format charts	5:31	Enter and format a chart legend Enter and format a chart title Enter axis titles Change chart style Select/change the chart layout Format a chart Use the Quick Layout chart feature Learn about the Chart Tools Format tab	https://support.office.com/en-us/article/Video-Add-sparkline-charts-8d2399ed-748e-4fb5-95c9-eed8177f116d?ui=en-US&rs=en-US&ad=US

Video Name	Time	Keywords	Link
Add trendlines and drop lines	3:01	Add a trendline to an existing chart Create a forecast based on a trendline in a chart Add droplines to a chart Use the chart elements button	https://support.office.com/en-us/article/Video-Add-trendlines-and-drop-lines-6b72b363-aa05-4c93-8c5b-22c480eb6e1f?ui=en-US&rs=en-US&ad=US
Tables, charts, and analysis: Analyze and chart data			
Quick Analysis of data	0:50	Create a chart using Quick Analysis button	https://support.office.com/en-us/article/Video-Quick-Analysis-of-data-343e775c-58ee-4a3d-8d52-f4e3f5240d79?ui=en-US&rs=en-US&ad=US
PivotTables, collaboration, and Mac: Create and format PivotTables and PivotCharts			
Create PivotTables	3:59	Create a PivotTable Use Pivot Tables Fields dialog box	https://support.office.com/en-us/article/Video-Create-PivotTables-74ce8afc-2446-4816-80ee-20ca7fb71793?ui=en-US&rs=en-US&ad=US
Work with PivotTables	2:46	Reverse rows/columns in a PivotTable Refresh a PivotTable	https://support.office.com/en-us/article/Video-Work-with-PivotTables-1404c8ee-ea47-4e4b-a6a0-9bd694eb8c7d?ui=en-US&rs=en-US&ad=US
Group data in PivotTables	5:45	Work with PivotTable data groups Use filters in a PivotTable Add subtotals to a PivotTable Change the display of data in a PivotTable Pivot Table tabular format Pivot Table outline format Change format of Pivot Table using Report Layout button	https://support.office.com/en-us/article/Video-Group-data-in-PivotTables-038055a0-9ba8-4f70-9a00-84bd41a48a3f?ui=en-US&rs=en-US&ad=US
Filter data with Slicers in PivotTables	2:59	Use slicers to interactively modify the data viewed in a PivotTable Insert a slicer for a Pivot Table	https://support.office.com/en-us/article/Video-Filter-data-with-Slicers-in-PivotTables-1f0532af-5e59-45e6-830f-0c058157d90c?ui=en-US&rs=en-US&ad=US

Video Name	Time	Keywords	Link
		Format a Pivot Table slicer	
Create PivotCharts	2:43	Create a PivotChart Change the display of data in a PivotChart	https://support.office.com/en-us/article/Video-Create-PivotCharts-d7fc5918-12a9-4f99-bd35-e80660468efd?ui=en-US&rs=en-US&ad=US
PivotTables, collaboration, and Mac: Collaborate with others			
Share workbooks	0:57	Use the cloud to share a workbook Use OneDrive to share a workbook Use SharePoint to share a workbook	https://support.office.com/en-us/article/Video-Share-workbooks-5223233d-ee42-4331-bb63-6495a5039cc0?ui=en-US&rs=en-US&ad=US
Add and review comments	1:30	Add comments Review comments Use the Insert comment function Use the comment indicator to view comments	https://support.office.com/en-us/article/Video-Add-and-review-comments-65f504d8-160b-4a05-ac30-46fbd5227a52?ui=en-US&rs=en-US&ad=US
PivotTables, collaboration, and Mac: Password-protect workbooks			
Password-protect workbooks	1:33	Add password protection to a workbook Restrict workbook access Opening a workbook that has password protection Editing a workbook that has password protection	https://support.office.com/en-us/article/Video-Password-protect-workbooks-707db3cb-e41e-495d-a592-464b9fbee17d?ui=en-US&rs=en-US&ad=US
PivotTables, collaboration, and Mac: Excel for Mac tips			
Create charts on a Mac	4:35	Create a chart Add a legend Add titles Delete a chart	https://support.office.com/en-us/article/Video-Create-charts-on-a-Mac-0fbd860f-7dde-49b3-937a-ab9ac0aa7e31?ui=en-US&rs=en-US&ad=US

Video Name	Time	Keywords	Link
		Mac	
Create reusable lists on a Mac	4:28	Create a custom list Use a custom list Sort data based on a custom list Mac	https://support.office.com/en-us/article/Video-Create-reusable-lists-on-a-Mac-2b94bb99-b304-41fd-a46e-0e739537db1d?ui=en-US&rs=en-US&ad=US
Hide or unhide columns on a Mac	1:19	Hide columns/rows Unhide columns/rows Mac	https://support.office.com/en-us/article/Video-Hide-or-unhide-columns-on-a-Mac-be4c1744-f603-4516-9aed-437b1ccdbeecc?ui=en-US&rs=en-US&ad=US