Microsoft Excel Tips, Tools & Tricks

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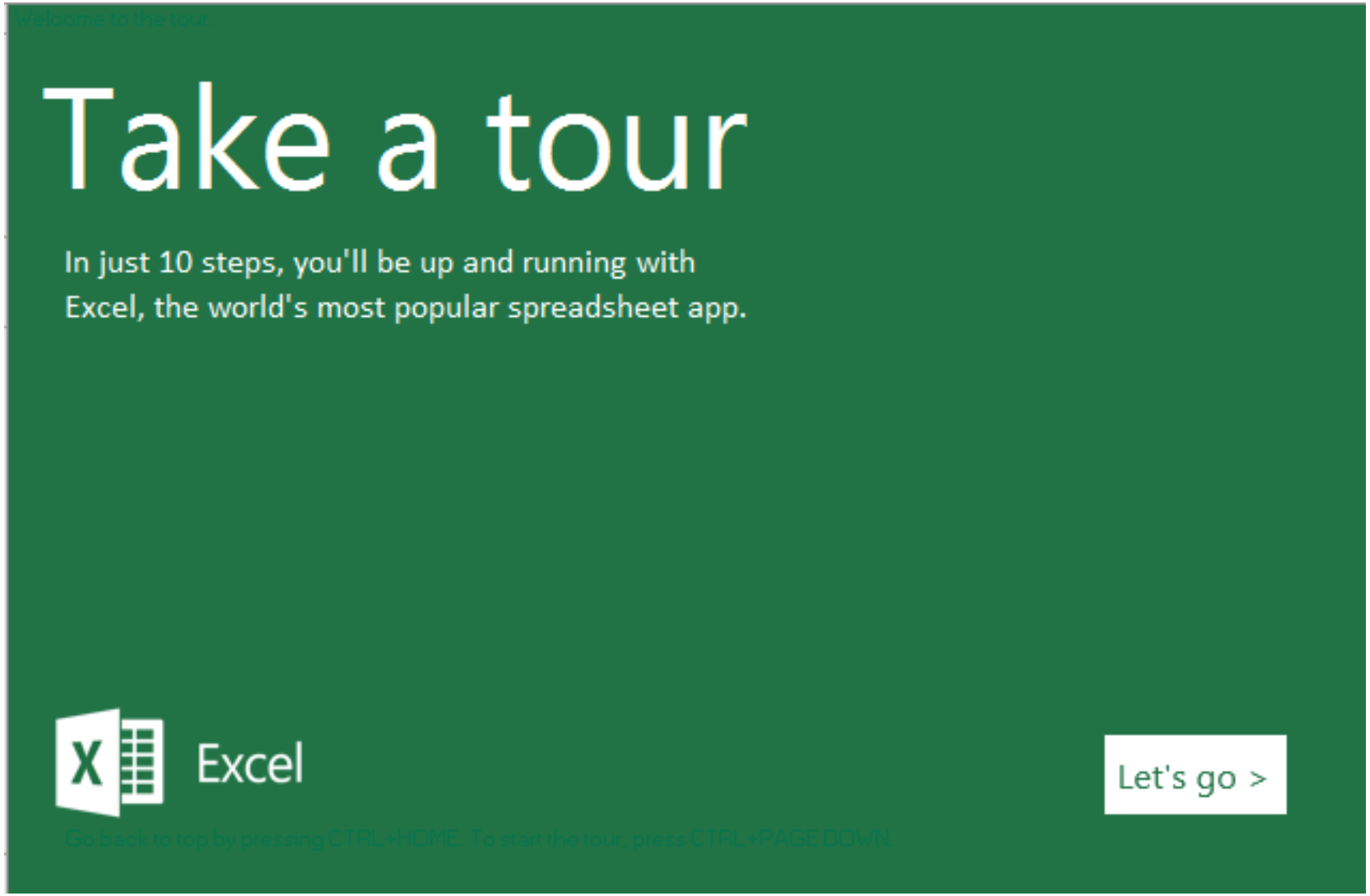
What is Microsoft Excel?

Microsoft Excel is a spreadsheet program used to store and retrieve numerical data in a grid format of columns and rows.

- ✓ Unlock data potential
- ✓ Display data using graphs, charts and tables
- ✓ Bring the most important data to the forefront
- ✓ Identify key trends emerging from data
- ✓ Forecast data to enhance business strategies
- ✓ Enhance business reports and marketing material

Tips, Tools & Tricks

- Adding Numbers
- Fill Cells Automatically
- Split Data into Columns
- Transpose Data
- Sort & Filter Data
- Using Tables
- Insert a Drop-Down List
- Analyze Data Quickly
- Insert Charts
- Summarize Data using PivotTables


Welcome to the tour.
Take a tour
In just 10 steps, you'll be up and running with Excel, the world's most popular spreadsheet app.
Excel
Let's go >
Go back to top by pressing CTRL+HOME. To start the tour, press CTRL+PAGE DOWN.

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