



# Microsoft Excel Free Resource Guide

## Microsoft Tutorial for Beginners: Excel from the Beginning.

<https://youtu.be/VI0H-qTclOg>

Taught by computer science teacher Shad Sluiter. In this course, the instructor guides you through the creation of 6 different projects in which you will learn the following excel skills:

- Enter data and navigate through a spread sheet
- Create formulas to solve problems
- Create charts and graphs
- Relative vs Absolute references
- Import and export text data or CSV files
- VLOOKUP
- Pivot Tables
- Split and Concatenate text



## Excel Pivot Tables EXPLAINED in 10 Minutes

<https://youtu.be/UsdedFoTA68>

Discover hidden productivity tips when working with Excel Pivot Tables. At first Pivot Tables might seem like a complex tool but they are one of Excel's EASIEST features to work with. They help you summarize data really FAST. In this video I'll show you in about 10 minutes, how simple it is to create a pivot table and get quick insights into your data. I'll also throw in some Excel Pivot Table tips and tricks not everyone is aware of. To top it off we'll also add Pivot Slicers to get a professional visual to apply filters to our Pivot Table.

## Discover what XLOOKUP Can Do For You (R.I.P Excel VLOOKUP)

<https://youtu.be/xnLvEhXWSas>

No more VLOOKUP?! The NEW Excel XLOOKUP Function is here to stay! Discover how XLOOKUP can solve your Excel lookup problems. Remember all those times your VLOOKUP wasn't working? You will have a better chance of getting your lookup formula correct on the first try.

What is XLOOKUP? If you need to lookup a value on another Excel sheet or table, you can use the XLOOKUP function. Here are some of its features:

- XLOOKUP can lookup values to the left OR right-hand side of the lookup range
- XLOOKUP looks for an exact match by default (you can change it if you like)
- Use XLOOKUP to look for the next smallest value or the next largest value (approximate or close match)
- XLOOKUP can do vertical AND horizontal lookups
- XLOOKUP can find the first match or the last match (reverse lookup)

## Top 10 Most Important Excel Formulas - Made Easy!

<https://youtu.be/ShBTJrdioLo>

This video provides a basic introduction into the top 10 most important formulas used in excel. These include the Average function, Autosum, Sum If, Count, Counta, Count If function, Concatenate, If logical function, Vlookup, and Drop Down Lists.

## Excel shortcut keys you SHOULD know!

<https://youtu.be/Xe4U -o EWw>

In this tutorial you learn the most useful Excel shortcuts to be able to work faster in Excel. There are many hidden features in Excel that are easily accessible with shortcut keys (you might learn some new features too - check out the bonus tip)

- |                             |                                   |                             |
|-----------------------------|-----------------------------------|-----------------------------|
| Add / remove Excel Filter   | Add a New Line Inside a Cell      | Move a Cell/Row             |
| Create an Excel Table       | Select All Data in Current Region | Hide Column/Row             |
| Navigate in Large Data Sets | Insert Default Chart              | Check for Hidden Cells      |
| Select a Range of Cells     | Excel Flash Fill                  | Insert Time Stamp           |
| Format Cells in Excel       | Select Entire Row/Column          | Find Cells Without Formulas |
| Auto Sum                    | Insert a New Row/Column           |                             |
| Paste as Values             | Delete a Row/Column               |                             |