Microsoft Excel

What is Excel?

A spreadsheet software program that offers data visualization and analysis tools.

Why Excel?
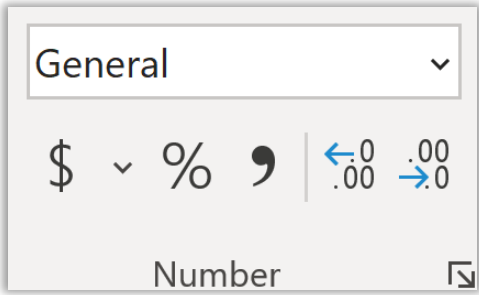
- Easy and effective comparisons
- Create tables and graphs for presentation or analysis purposes
- Perform calculations quickly and accurately
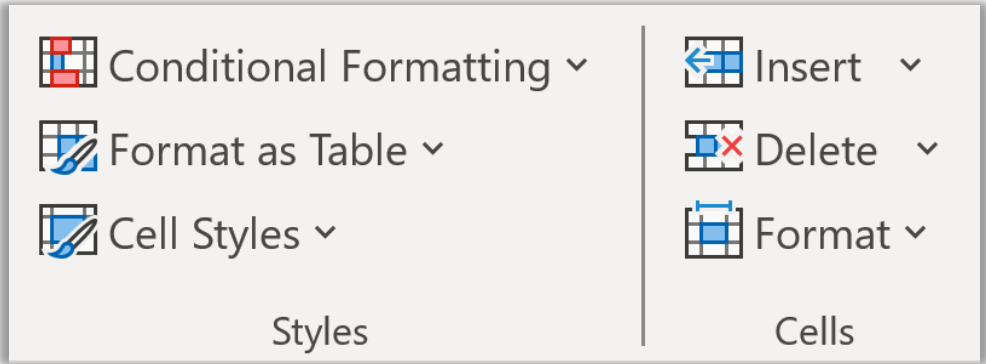
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Tips and Tricks

General Formatting

Customize the content in your cells with font styles and sizes and position it just where you want it with the different alignment options. You can also format the content as currency, dates, times, percentages, and more!
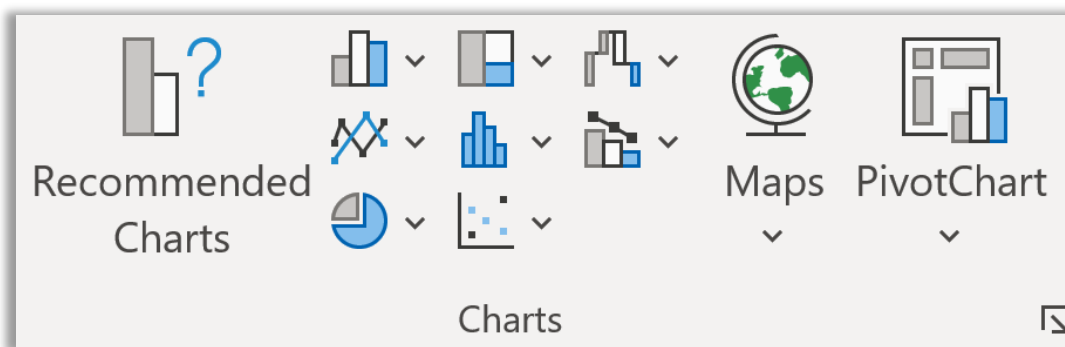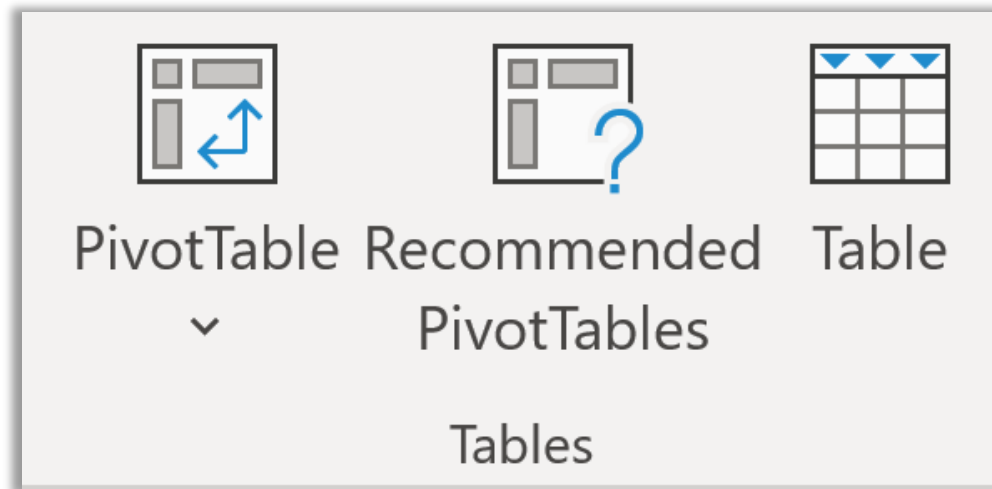
Excel offers various formatting styles and options for cells, including conditional formatting and formatting as a table. Plus, easily add, remove, and edit cells, rows, and columns!

Tips and Tricks

Data Visuals

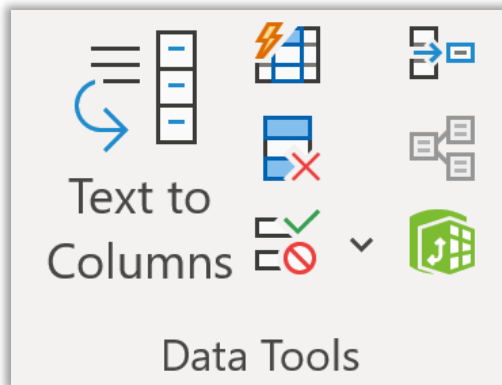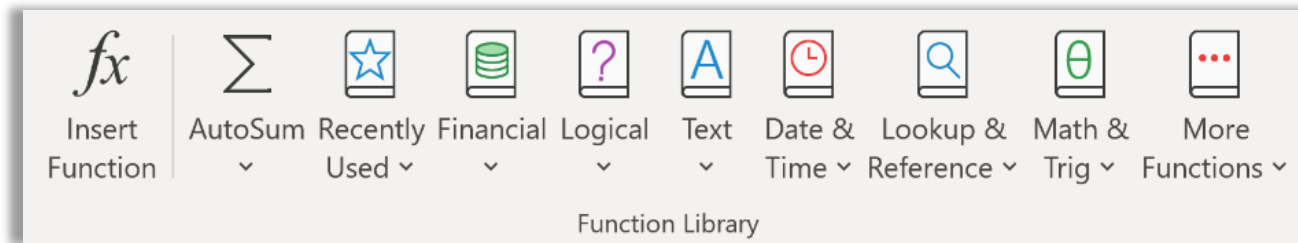Excel offers a variety of table options to display your data in, such as pivot tables!

Looking for more visuals? Check out some of Excel's many charts!

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Tips and Tricks

Formulas and Tools

Excel features various formulas, including sum, average, and more, to perform calculations quickly and accurately.

Excel offers data tools, such as the ability to remove duplicates, create lists, and consolidate data, to help clean up your data to make it clear and concise!

Have a large spreadsheet and want to find a specific piece of content quickly and easily? Use the Sort & Filter and the Find & Select features to get to it in a matter of moments!