Microsoft Office Excel

Getting Started

[Spreadsheet Basics](#) course

- Offered by DataCamp for free (but you do need to create an account)
- Uses Google Sheets, but covers basics (how a spreadsheet works, cell references, and formulas) for both Sheets and Excel
- You get a statement of accomplishment upon completion!

Microsoft Office documentation

- [Excel help center](#)
- [Excel for Windows Training](#)
- [Excel video tutorials](#)

Tutorials

These links point to support articles and videos from Microsoft. If they apply to a specific edition of the software, they will identify that near the top.

- [Basic tasks in Excel for Windows](#)
- [Create a workbook in Excel](#)
- [Freeze or lock rows/columns](#)
- [Print a worksheet or workbook](#)
- [Tutorial: Import Data into Excel, and Create a Data Model](#)
- [Tables and charts](#)
- [Mail Merge using an Excel spreadsheet](#)
    - [Prepare your Excel data source for a Word mail merge](#)
- [Formulas and Functions](#)
    - [Logical functions](#) - a list of the logical functions (IF, AND, OR, etc) with links to articles on each one
- [Conditional Formatting](#)
- [VLOOKUP](#)
- [XLOOKUP function](#)
- [PivotTables](#)
    - [Filter data in a PivotTable](#)
    - [Sort data in a PivotTable](#)
- [Require a password to open or modify a workbook](#) (Note: Please be careful with both setting and saving the password.)
- [Create a macro](#)

DataCamp offers a free course on [Data Analysis with Spreadsheets](#) that you may also find useful.

Workshop Handouts

[Preparing an Excel Workbook for Presenting to Others](#)

[Microsoft Excel: Basics](#)

[PivotTables in Excel](#)

[Excel Charts and Tables](#)

What's the Difference between a Spreadsheet and a Database?

Microsoft Exel is a **spreadsheet** program. Other spreadsheet programs include Calc (OpenOffice.org - Mac and PC platforms), Numbers (iWorks for the Mac), Lotus 1-2-3 (IBM for PCs, though this will no longer be supported after September 30, 2014), and many others. The most important information to know about spreadsheets is that they have limits and a spreadsheet is not the right tool for every for every project. Spreadsheets are great for doing calculations for small data sets, tracking small data sets over the short term, and visually presenting data. Databases are better at tracking large data sets with complex relationships and are meant to be used over long periods. They can also perform calculations on large data sets.

Helpful Excel Tutorials

- Arithmetic in Excel
    - [Excel Basics: Formulas and Functions](#) (YouTube)
    - [Excel Basics: Formulas Using Cell Data](#) (YouTube)

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