Excel Basics

[Office Quick Starts (microsoft.com)](https://support.microsoft.com/en-us/office/office-quick-starts-25f909da-3e76-443d-94f4-6cdf7dedc51e#ID0EAADAAA=At_work_or_school)

Sort Data in Range or Table

[Sort data in a range or table (microsoft.com)](https://support.microsoft.com/en-us/office/sort-data-in-a-range-or-table-62d0b95d-2a90-4610-a6ae-2e545c4a4654)

Filter Data in Range or Table

[Filter data in a range or table (microsoft.com)](https://support.microsoft.com/en-us/office/filter-data-in-a-range-or-table-01832226-31b5-4568-8806-38c37dcc180e)

Format Spreadsheet

[Quick Start: Format a worksheet (microsoft.com)](https://support.microsoft.com/en-us/office/quick-start-format-a-worksheet-d70f75a2-23e6-4c92-83d6-2f219e4ad42e)