

# Excel Basics



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# Module Goals



What is Excel

Why use Excel

How to use Excel

Where to find more

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# What Is Excel?

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Excel is a desktop spreadsheet program that is the most versatile data management platform ever built.

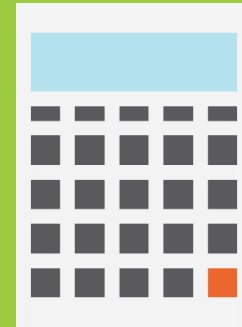
# Key Excel Features



Data  
Exploration



Pivot Tables



Calculations



Charting

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# Why Use Excel?

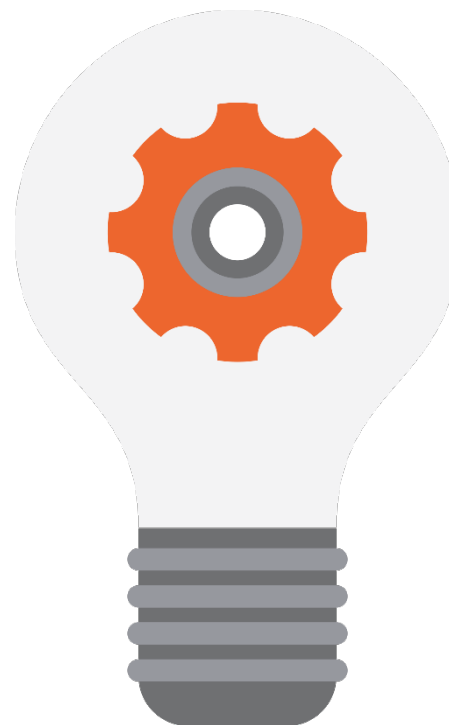
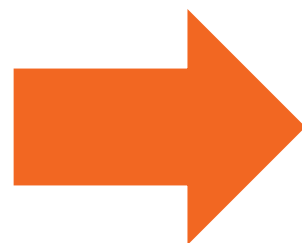
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Excel is an end-to-end data management system that runs many platforms.



Raw Data



Insights



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# How It Works

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# Coglsey Services Inc.

Explore Data

Format Columns

Basic Functions

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# Demo: Formatting Columns

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# Demo: Basic Functions

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# Where to Find More

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# Additional Resources



<http://www.pluralsight.com/search/?searchTerm=excel>

<http://www.pluralsight.com/courses/business-dashboard-fundamentals>