Excel video training

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-     ○ To access the updated handouts, please click on the following link:
      https://yasirbhutta.github.io/ms-excel/resources/video-training-excel.pdf
- Youtube: Excel Playlist

Quick start

Intro. to Excel

- Microsoft Excel Interface
- Enter data manually in worksheet cells
- Enter a dates or a time in a cell
- Manage Worksheets
- Select cells, ranges, rows, or columns
- Pin a file to the recently used files list

Rows and columns

Cells

- Select a range of cells

Formatting

- Format numbers as TEXT
- Converts a number from one measurement system to another
- Show or hide gridlines on a worksheet

Formulas

- Create a simple formula in Excel
- Enter formula in multiple cells using array formulas

Functions

Cell references

- Use cell references in a formula
- Create an Absolute Reference
- Coping formula

Most frequently used functions

- Use of Sum function and AutoSum to sum numbers

- How to: Use cell references in a formula
- MAX and MIN
- AVERAGE
- PRODUCT
- POWER
- COUNT
- COUNTA
- COUNTIF
- SUMIF
- IF
- DAYS
- Change the case of text in excel
- TODAY and NOW
- Join First Name and Last Name - CONCAT function
- Find unique list of cities using Unique Function

New functions - Microsoft 365

- Find Employee using XLOOKUP function
- Generate Serial # using sequence
- CHOOSECOL
- How to: Filter data by using a formula in excel
- TEXTSPLIT: split cells / text strings by delimiter

More Functions

- TRANSPOSE function:Vertical range of cells as a horizontal range
- Display formula of cell as string in Excel
- Array of text values from range of cells
- Date

Errors

- Top 4 Most Common Excel Errors

Tables

Charts

PivotTables

Share & co-author

Linked dat types

Get to know Power Query

Tips and Tricks

- Insert copyright, registered and trademark symbols
- How to: Populate a Dropdown List Based on Cells Value
- Generate a sequence end with text
- Populate a Dropdown List Based on Cells Value

Excel Mobile App

- Install Excel App on android phone
- Apply cells border
- Merge & Center and Wrap text
- Change Date Format
- TOP 25 Tips to use Excel Mobile App
- Sort data in an Excel worksheet using Mobile App
- Fill a column with a series
- use a cards view