Excel Workshop: The Basics

BRYAN PRATT
Microsoft Excel is an excellent tool for business and frequently used in businesses across the globe.

Most everything in this workshop/tutorial will also apply to Google Sheets, though more complex tutorial material will require more adaptation.
Getting Started

- Copy – paste
- Dragging for repetition and sequence fill
- Creating a floor or ceiling for copy – paste operations
- Linking cells
- The use of $
- Hyperlinks
- Creating formatted tables
Useful functions

- What is a function?
- Sum
- Max
- Min
- If
- IFERROR
- Concatenate
  - Using the function versus not using the function
- VLOOKUP
Graphs, Data Validation, and Dashboards

- Types of graphs
- Manually setting the inputs
- Manually changing graphics
- Data validation
  - Restricting allowable inputs
- Dashboards
  - Using graphs, data validation, and formatting to create interactive interfaces for displaying data
Pivot tables and Pivot charts

- Pivot tables take generic-form table data and use it to create branched table data
  - This means the underlying dataset/table must be in a form that lends itself to the pivot format
  - Pivot tables create very useful filter and sort functionality
- Pivot charts take pivot table data and chart data series, with the option to filter and sort