

10 Courses to Enhance Your Excel Skills This Summer!



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| *Metropolitan Library System*
Development

| *Learning &*

Introduction

This selection of courses from LinkedIn Learning highlights topics on Microsoft Excel. Don't see what you're looking for? Additional courses can be provided upon request by reaching out to Learning & Development at training@metrolibrary.org.

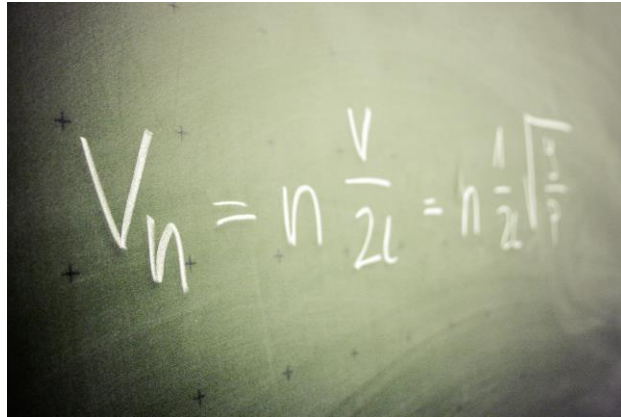
1.) **Excel: Introduction to Charts and Graphs** ~ 56(m)



What you'll learn:

Learn the basics of Excel charts and graphs in this concise course. Excel expert Dennis Taylor begins by explaining Excel chart concepts, including identifying the different elements of a chart and choosing the right chart type. Next, Dennis walks through creating a basic chart, using the Recommended Charts feature and keyboard shortcuts to get the job done quickly. Dennis then covers formatting charts with styles, colors, and more. Finally, he steps through the most popular chart options: column, bar, and line charts. Note that this course is recorded in Excel for Office 365 but anyone using a recent version—including 2019, 2016, and 2013—will be able to follow along.

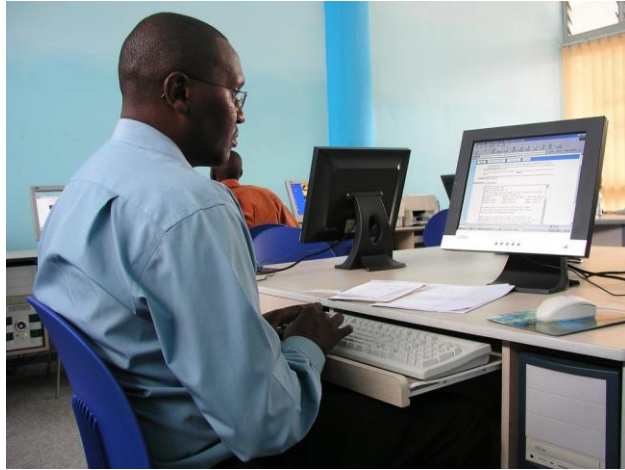
2.) **Excel: Introduction to Formulas and Functions** ~ 2(h) 38(m)


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What you'll learn:

To unlock the power of Excel, you need to use formulas and functions. These calculation tools help you bring information to the surface and make better decisions. Excel: Introduction to Formulas and Functions shows beginner-level users how to summarize and analyze data with these powerful data analysis features. Instructor Curt Frye shows how to create formulas with mathematical operations such as addition, subtraction, multiplication, and division, and how to use cell references in your formulas. He explains how to summarize data with functions like SUM and AVERAGE, and work with data in named ranges and Excel tables. Curt also covers procedures to ensure data integrity, such as data validation, and demonstrates auditing techniques to ensure formulas are correct. Plus, get an introduction to the What-If Analysis toolset, in an example that combines scenarios, data tables, and Goal Seek to generate accurate revenue projections.

3.) **Excel: Filtering Data for Beginners** ~ 29(m)



What you'll learn:

Did you know Excel enables you to zero in on exactly the data you need with the click of a mouse? In this short course, Microsoft Excel content publisher Dave Ludwig shows the ins and outs of filtering in Excel. He shows how to filter for text, numeric values, and ranges of data. Dave also shows how to filter with color coding, and how to use advanced filtering options such as slicers and shortcuts. Advance your Excel skills in minutes with this mini course.

4.) Excel: VLOOKUP and XLOOKUP for Beginners ~ 19(m)



What you'll learn:

Many Excel users hear “VLOOKUP” and envision a complicated function reserved only for power users. Not so! VLOOKUP—and XLOOKUP, the newer version for 365 subscribers—are among Excel’s most powerful functions, yet you can master them with a few simple steps. In this mini-course, Jess Stratton walks you step-by-step through creating a simple lookup in Excel using both VLOOKUP and XLOOKUP, then shows you how to error-proof your formulas. Supercharge your Excel skills and save time with these powerful lookup functions.

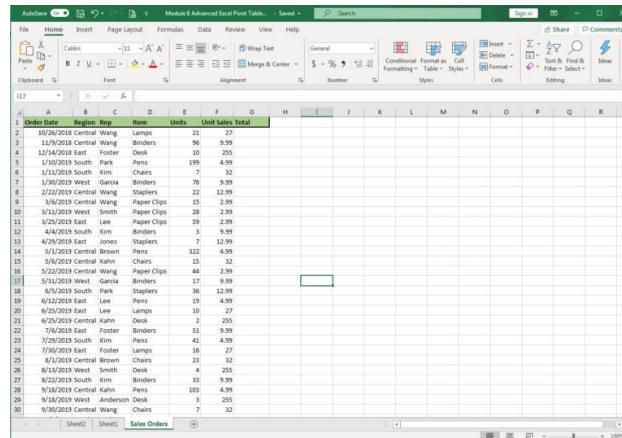
5.) **Excel Quick Tips** ~ 48(m)



What you'll learn:

The most common questions about using Excel now have timely video answers. This set of quick tips provides helpful, condensed steps you can readily apply to keep on task—whether you're running calculations, setting up a new workbook, fixing a sheet you received, or getting tables ready for presentation. Each video is about one minute long, so you can jump in and get some helpful insights in no time.

6.) Excel PivotTable Quick Tips ~ 16(m)



Order Date	Region	Rep	Item	Units	Unit Sales	Total
10/26/2018	Central	Wang	Lamps	21	27	
11/7/2018	Central	Wang	Binders	96	9.99	
12/14/2018	East	Foster	Desk	30	205	
1/10/2019	South	Park	Pens	199	4.99	
1/11/2019	South	Kim	Chairs	7	32	
1/30/2019	West	Garcia	Binders	76	9.99	
2/22/2019	Central	Wang	Staplers	22	12.99	
3/6/2019	Central	Wang	Paper Clips	15	2.99	
3/11/2019	West	Smith	Paper Clips	28	2.99	
3/25/2019	East	Lee	Paper Clips	39	2.99	
4/4/2019	South	Kim	Binders	3	9.99	
4/29/2019	East	Jones	Staplers	7	12.99	
5/12/2019	Central	Brown	Pens	122	4.99	
5/6/2019	Central	Kahn	Chairs	15	32	
5/22/2019	Central	Wang	Paper Clips	44	2.99	
5/31/2019	West	Garcia	Binders	17	9.99	
6/7/2019	South	Park	Staplers	36	12.99	
6/12/2019	East	Lee	Pens	19	4.99	
6/25/2019	East	Lee	Lamps	10	27	
6/25/2019	Central	Kahn	Desk	2	205	
7/6/2019	East	Foster	Binders	31	9.99	
7/26/2019	South	Kim	Pens	41	4.99	
7/30/2019	East	Foster	Lamps	18	27	
8/1/2019	Central	Brown	Chairs	23	32	
8/13/2019	West	Smith	Desk	4	205	
8/22/2019	South	Kim	Binders	11	9.99	
9/18/2019	Central	Kahn	Pens	103	4.99	
9/18/2019	West	Anderson	Desk	1	205	
9/30/2019	Central	Wang	Chairs	7	32	

What you'll learn:

Excel PivotTables—which allow you to quickly calculate and analyze large amounts of data—are one of the most powerful features of Microsoft’s ubiquitous spreadsheet tool. But many users have only a basic understanding of how PivotTables work. In this course, instructor Jess Stratton offers a plethora of bite-sized tips designed to deepen your understanding of how PivotTables work and how to use them more effectively. Learn how to properly format data and create a basic PivotTable in Excel. Discover ways to adjust, rearrange, and group data to calculate and summarize values that you can put to use on the job. Get tips on data filtering and sorting, conditional formatting, and using PivotCharts and slicers. Along the way, Jess shows how to deal with common PivotTable error messages, such as invalid field names and overlapping reports. By the end of this course, you’ll be able to create more robust PivotTables in minutes—just in time for that next meeting.

7.) **Excel: PivotTables for Beginners** ~ 23(m)



What you'll learn:

PivotTables don't have to be scary! This powerful Excel feature cuts the time you spend on formulas in half. In this concise course, Excel trainer Dave Ludwig demystifies PivotTables and shows you how to get started using them to analyze your data. Dave begins by explaining two PivotTable basic building blocks: value fields and row fields. Then he shows you how to adjust a PivotTable by adding fields, filters, and formatting. Finally, Dave shows you how to use special filter buttons which are known as slicers, and he also demonstrates how to use timelines. At the end, he goes over the basics of refreshing and updating a PivotTable.

8.) **Excel: You Can Do This** ~ 34(m)



What you'll learn:

Excel scares a lot of people. Terms like PivotTables, VLOOKUP, and circular references make their heads spin. But once you have a basic grounding in Excel, you can do all these things and more. Follow along with Excel MVP Oz du Soleil in this fast-paced course, as he walks you through features, functions, and commands such as Freeze Panes, Flash Fill, COUNTIFS, and even VLOOKUP. Oz takes the bite out of the most intimidating features in Excel, so you can get more mileage every time you use it.

9.) **Excel: Productivity Tips** ~ 1(h) 22(m)



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What you'll learn:

Supercharge your productivity, work more efficiently, and become an Excel power user by mastering the same tools and techniques used by the pros. In this course, analytics expert and instructor Chris Dutton guides you through demos and case studies designed to help you add powerful productivity tools to your Excel skill set. Learn how to navigate worksheets with keyboard shortcuts, remove blank rows quickly, apply fill patterns, protect cells and formulas, apply advanced sorting and filtering tools, and more. Follow along from home with downloadable PDF cheat sheets, practice workbooks, and solution files.

10.) **Excel: Avoiding Common Mistakes (Office 365/Excel 2019) ~ 45(m)**



What you'll learn:

If you work in Excel, you know that even a small error can have big consequences, throwing off important calculations or transmitting incorrect information to your team. In this concise course, Excel expert Dennis Taylor provides quick and easy tips to help you avoid common mistakes. Dennis begins with the basics—how to display data so that errors can be easily spotted, enter data correctly the first time, and apply shortcuts for frequent entries. Dennis provides easy ways to protect worksheets and validate your data—techniques that are particularly helpful when multiple team members are contributing to the same spreadsheet. He also shows how to correctly use row and column references and avoid mistakes in formulas.