Microsoft Excel

Microsoft Excel is a spreadsheet program and is a member of the Microsoft Office suite of applications.

You can use it to organise, format and calculate your data with formulas, and it includes a range of useful tools to help you analyse that data.

Content includes:

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- Creating and editing workbooks
- Selecting, copying and moving data
- Formulas and functions
- Formatting content
- Sorting and filtering data
- Charting techniques
- Fill techniques
- Page setup
- Conditional formatting
- Using names in formulas

- Protecting data
- Importing and exporting data
- Data linking
- Grouping, summarising and subtotalling
- Data consolidation
- Data tables and scenarios
- Pivot tables and pivot charts
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