

RECOMMENDED EXCEL TOOLS

Be familiar with the below Excel tools prior to the data analytics series

GENERAL EXCEL HELP GUIDES

- [Excel Jet](#)
- [Easy Excel](#)
- [Windows Office Support for Excel](#)

CONDITIONAL FORMATTING

Suggested Level	Resources	Resource Type
Beginner	Brief Overview of Conditional Formatting	Video (2 mins)
Beginner	Conditionally Formatting Dates	Video (3 mins)
Beginner	Conditionally Formatting Text	Video (2 mins)
Intermediate	Short but thorough explanation of Conditional Formatting	Video (5 mins)
Advanced	Additional Specific Formatting of Formulas	Video logs
Beginner	Conditional Formatting Cell Ranges	Article
Intermediate	Conditional Formatting with Formulas (10 Examples)	Article

SORTING & FILTERING

Suggested Level	Resources	Resource Type
Beginner/Intermediate	Short but thorough explanation of filtering	Video (5 mins)
Beginner	Brief filtering introduction	Article
Beginner	How to filter	Video (1 min)
Intermediate	Use Slicers to Filter Data	Video (1 min)
Beginner	How to Sort Data	Video (5 mins)
Beginner	Brief Sorting introduction	Article

COMMON FORMULAS

Please understand VLOOKUP function as it will be discussed during seminar

Suggested Level	Resources	Resource Type
Beginner	=SUM()	Video (1 min)
Beginner	List of Useful Beginner Formulas	Article
Beginner	Other beginning formulas that you might like	Article
Beginner	=MIN() and =MAX()	Article
Beginner	=MIN() and =MAX()	Video (6 mins)
Intermediate	=SUMIF()	Video (6 mins)
Intermediate	=SUMIF()	Video (5 mins)
Advanced	=VLOOKUP()	Video (1 min)
Advanced	=VLOOKUP() In Depth	Video (8 mins)
Advanced	=VLOOKUP() How To Article	Article
Intermediate	=IF()	Article
Intermediate	=IF()	Video (4 mins)

PIVOT TABLES

Suggested Level	Resources	Resource Type
Beginner	Why Use Pivot Tables?	Article
Beginner	Why Pivot Tables?	Video (10 mins)
Intermediate	Other Pivot Table Uses	Article
Beginner	How to Create a Pivot Table	Video (1 min)
Beginner	How to Arrange Your Pivot Table Data via Field List	Video (2 mins)
Intermediate	Group or Ungroup Data in a Pivot Table	Video (2 mins)
Intermediate	Filtering Data in a Pivot Table	Video (2 mins)
Advanced	Create a Pivot Chart	Video (1 min)
Intermediate	Short but Thorough Explanation of Pivot Tables	Video (6 mins)