

I'm not a bot





Excel is the most powerful tool for managing and analyzing data. This tutorial covers Excel basics and formulas, tables, and charts for small to large-scale business processes. The course assumes you're a beginner and will help you learn how to work with data. Excel has many tools, including autofill, sort, and filter, which can reduce time spent on data entry and make reports easier to understand. You'll also learn how to insert pictures, shapes, tables, charts, slicers, and other features that enhance workbook functionality. Tables are often used to summarize data along with charts and slicers. This course covers all of these topics and more. By completing this free Excel 365 course, you can achieve a certification from Alison, which is ideal for sharing with potential employers, your CV, professional social media profiles, and job applications. The certification demonstrates your commitment to continuous learning and upskilling.

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