



# You need to know **basic Excel**

For many years, I have read that all jobs will require some form of data analysis skills. ALL jobs. That day may be here.

So, this PowerPoint slide just lists some basic Excel actions you may need to know based upon recent conversations. As of 2023, desktop Excel version 2019 and the free online Excel both use the same set of actions, with the exception of one.

Here are the **12** basic  
**Excel actions**  
to know.



# 1 Add

a new

# tab



# 2 Rename tab



# 3 Move

# Column



# 4 Add

# filter

# 5 Resize cOLUmNS



# 6 FREEZE panes

# 7 Format cells

As accounting, \$ currency

# + 8 Calculate + Sums +

# 9 Sort

Be careful -  
This can be  
*tricky.*

# 10 Calculate Subtotals

(There are 2 kinds - a function and a menu option. Menu option not available for online Excel.)

# 11 Calculate

Subtotals for each

# category

# 12 Calculate

- Maximum
- Minimum

There are many courses and YouTube videos available to learn how to use the basic functions of Excel. If you don't have Excel on your laptop or desktop, you can access the free version on the web.

Search for free online Excel. You will need to create a free Microsoft account before you can use the free online Excel.



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