

# Microsoft Excel



Excel is a Microsoft spreadsheet application that can help with budgeting and accounts. It can also be used to do mathematical formulae, input and build up information such as a database that can be merged for letters and envelopes, as well as build graphs and use other mathematical calculations.

Here you will find guides written by, or carefully selected by Digital Unite. Each of our own guides can be printed out for your own reference, or shared with any other people that you are helping.

## Getting started with Microsoft Excel

Guides to help you become with familiar with spreadsheets including how to create your first Excel spreadsheet and creating and renaming a worksheet.

[>>See guides](#)

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## Sums, formula and filtering in Microsoft Excel

Guides to help you learn how to perform mathematical calculations on data using functions in Excel. As well as how to filter and sort data.

[>>See guides](#)

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## Getting further with Microsoft Excel

Guides to help you progress in Excel including printing, adding graphs and charts, and using Excel for budget planning.

[>>See guides](#)

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