

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.

How to do a sum in Excel

Links to guides that show you how to use Excel to perform simple sums on data.

[>>Go to guide](#)

How to subtract in Excel

Find out how to do a subtraction calculation using Microsoft Excel.

[>>Go to guide](#)

How to do percentages in Excel

Learning how to get Microsoft Excel to work out percentages for you can save loads of time.

[>>Go to guide](#)

How to apply maths and statistical functions in Microsoft Excel

The video lesson uses example data to demonstrate Excel functions for beginners.

[>>Go to guide \(This guide by Excel Exposure will open in a new tab\)](#)

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Filtering data in Excel

This video guide covers how to add filters to your Excel worksheet enabling you to temporarily hide data.

[>>Go to guide \(This guide created by Microsoft will open in a new tab\)](#)

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Sorting data in Excel

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