

## 1.4: Excel Tutorials

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### Microsoft Excel

Microsoft Excel is an important tool for business leaders. It is especially helpful in making and communicating forecasting decisions.

To improve your proficiency in using Excel, access the following website: [Free Excel Tutorials](#)

The website contains a comprehensive collection of free tutorials that are designed to help users master Microsoft Excel. Tutorials include a wide range of topics, from basic spreadsheet navigation and data entry to more advanced features like formulas, functions, charts, and pivot tables. The tutorials are organized into easy-to-follow modules that include step-by-step instructions, visuals, and even interactive practice exercises. The tutorials are arranged in sections, as follows:

- Excel Basics: Sections 1 - 4
- Working with Cells and Sheets: Sections 5 - 12
- Formulas and Functions: Sections 13 - 16
- Working with Data: Sections 17 - 24
- Doing More with Excel: Sections 25 - 29

Practice replicating the forecasts from the End of Chapter Problems in section 1.3.8 of this textbook. Are you able to calculate the correct values?

### Source

GFC Global: Excel Basics <https://edu.gcfglobal.org/en/excel/>

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