



## Excel Tutorials - File Size & Duration

**354 Excel Tutorials**

**24.8 Hours**

**126 MB**

	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Get Familiar with Excel</b>	<b>46.30</b>	<b>2.96</b>
The Excel Environment	4.10	0.17
Quick Access Toolbar	3.10	0.26
Excel Ribbon	3.10	0.26
File Tab	3.10	0.32
Home Tab	5.10	0.16
Insert Tab	3.10	0.16
Page Layout Tab	3.10	0.16
Formulas Tab	3.60	0.16
Data Tab	3.10	0.16
Review Tab	3.10	0.16
View Tab	3.10	0.16
Add-Ins Tab	2.10	0.15
Help Icon	2.60	0.25
Quick Analysis Feature	4.00	0.41

<b>Using Excel Files</b>	<b>32.30</b>	<b>3.09</b>
Open Microsoft Excel	2.60	0.37
Open a New Workbook	5.10	0.23
Open an Existing Workbook	3.10	0.26
Save a Workbook	2.10	0.21
Copy a Workbook	2.60	0.31
Convert to Excel 2003 File	3.20	0.42
Convert from Excel 2003 File	3.10	0.34
Save Workbook as PDF	3.80	0.33
Close a Workbook	2.10	0.22
E-mail Excel Files	2.50	0.23
Exit Excel	2.10	0.16

<b>Customize Excel</b>	<b>32.70</b>	<b>2.77</b>
Excel Ribbon	6.20	0.55
Quick Access Toolbar	7.40	0.51
Default Excel Settings	4.10	0.28
Worksheet View Mode	3.60	0.33
Change Worksheet Size	3.10	0.33
Minimize / Maximize	2.60	0.24
Status Bar	3.60	0.26
Windows Taskbar Properties	2.10	0.28

<b>Enter Data / Select Cells</b>	<b>25.80</b>	<b>2.76</b>
Enter Data	4.60	0.71
Enter Data into Multiple Cells	2.10	0.27
Auto Complete Data	4.10	0.45
Enter Formulas	4.70	0.55
Selecting Cells	7.20	0.58
Selecting Multiple Cell Ranges	3.10	0.21



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<b>Edit Data</b>	<b>28.00</b>	<b>2.80</b>
Edit Data	2.60	0.35
Clear Cell Contents	4.10	0.33
Move Cells	2.10	0.20
Move Cells Between Worksheets	3.60	0.32
Undo and Redo	4.20	0.43
Find Data	6.20	0.61
Replace Data	5.20	0.55

<b>Insert / Delete Data</b>	<b>23.10</b>	<b>2.41</b>
Insert Cells	3.70	0.51
Insert Rows	4.10	0.34
Insert Columns	4.30	0.38
Delete Cells	3.70	0.55
Delete Rows	3.50	0.30
Delete Columns	3.80	0.34

<b>Copy &amp; Paste Data</b>	<b>55.30</b>	<b>5.31</b>
Copy Cells	3.10	0.34
Paste Cells (normal)	4.10	0.36
Paste Values	4.80	0.47
Paste Formulas	4.70	0.44
Paste Formats	5.20	0.45
Paste Text Orientation	4.00	0.56
Paste - Other Features	4.10	0.36
Paste Options Button	3.50	0.35
Paste Visible Cells	2.50	0.50
Office Clipboard	5.10	0.26
Auto Fill	8.70	0.53
Flash Fill	5.50	0.69

<b>Format Cells</b>	<b>42.10</b>	<b>3.96</b>
Format Font	2.60	0.30
Format Text Size	3.10	0.26
Bold / Italic / Underline	4.30	0.38
Format Text Colors	2.10	0.25
Format Cell Borders	5.20	0.58
Format Cell Background	2.60	0.25
Format Text Alignment	3.60	0.33
Wrapping Text	3.10	0.29
Merge / Unmerge Cells	3.60	0.38
Format Numbers & Dates	8.80	0.59
Other Formatting Features	3.10	0.37



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<b>Themes / Styles / Pictures</b>	<b>37.50</b>	<b>3.31</b>
About Themes	5.70	0.42
Theme Colours	5.60	0.45
Theme Fonts	5.10	0.38
About Cell Styles	5.60	0.25
Modify Cell Styles	3.20	0.45
Create Custom Cell Styles	3.10	0.38
Merge Cell Styles	5.10	0.36
Insert Picture	1.60	0.29
Insert SmartArt Object	2.50	0.34
<b>Row / Column Formatting</b>	<b>21.00</b>	<b>2.49</b>
Format Row Height	3.20	0.43
Autofit Rows	3.70	0.38
Format Column Width	3.20	0.43
Autofit Columns	3.50	0.38
Hide / Unhide Rows	3.70	0.43
Hide / Unhide a Column	3.70	0.44
<b>Conditional Formatting</b>	<b>47.40</b>	<b>5.61</b>
Background	5.20	0.56
Highlight Cells	7.20	0.83
Top / Bottom Values	4.20	0.54
Data Bars	3.30	0.39
Colour Scales	3.20	0.39
Icon Sets	2.60	0.39
Identify Duplicate Values	3.00	0.39
New Rules	6.20	0.67
Using Formulas	4.20	0.51
Clear Rules	2.10	0.34
Manage Rules	6.20	0.60
<b>Formulas &amp; Links</b>	<b>51.40</b>	<b>3.79</b>
Create a Link	2.60	0.33
Relative & Absolute References	10.10	0.30
Copy Links	6.80	0.37
Link to other Worksheets	3.50	0.39
Copy & Paste to Create Links	2.50	0.32
Link Cells to other Workbooks	3.70	0.39
Update Links to other Workbooks	7.20	0.47
Edit Links to other Workbooks	4.80	0.33
Break Links	3.50	0.32
Insert Hyperlink	5.10	0.34
Remove Hyperlink	1.60	0.23



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	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Worksheets</b>	<b>20.50</b>	<b>3.36</b>
Insert	1.30	0.19
Delete	2.50	0.29
Rename	2.10	0.40
Copy	3.20	0.47
Move	4.10	0.89
Hide / Unhide	2.30	0.38
Change Tab Color	2.50	0.35
Select Multiple Worksheets	2.50	0.38

	<b>43.40</b>	<b>4.29</b>
<b>Sort / Filter Data</b>		
Sort Data on a Single Column	6.10	0.40
Sort Data on Multiple Columns	8.20	0.71
Apply a Data Filter	5.70	0.49
Filter by Selected Cell	2.50	0.32
Remove a Data Filter	2.10	0.27
Sort Data with Filter	3.10	0.34
Apply a Custom Filter	5.70	0.74
Filter by Searching	2.00	0.42
Advanced Filter	5.60	0.32
Removing All Filters	2.40	0.28

	<b>47.10</b>	<b>4.10</b>
<b>Excel Tables</b>		
About Excel Tables	4.40	0.21
Insert Table	3.10	0.32
Format as Table	3.70	0.42
Remove Duplicate Records	4.80	0.46
Insert Total Row	4.00	0.35
Insert Calculated Column	4.30	0.26
Convert Table to Cell Range	3.10	0.25
Insert New Rows	3.40	0.48
Insert New Columns	3.20	0.39
Selecting Table Cells	2.30	0.31
Using Slicers	2.00	0.34
Structured Cell References	8.80	0.30

	<b>60.70</b>	<b>5.52</b>
<b>Pivot Tables &amp; Pivot Charts</b>		
Source Data Layout	3.10	0.17
Create a Pivot Table	8.70	0.78
Pivot Table Tools Tab	5.60	0.22
Change Source Data	4.10	0.36
Refresh a Pivot Table	2.40	0.31
Change Pivot Table Layout	3.60	0.35
Filter Pivot Table Data	6.90	0.63
Pivot Table Data Drill-Down	2.30	0.24
Pivot Table Format Values	4.00	0.59
Pivot Table Field Settings	5.40	0.61
Pivot Table Options	5.80	0.49
Pivot Table Column Width	3.20	0.39
Create a Pivot Chart	5.60	0.37



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### **Pivot Table Slicers**

**47.10**

**3.76**

	Duration in Minutes	Size in MB
Create a Slicer	6.10	0.37
Create Multiple Slicers	4.60	0.42
Using Slicers	7.10	0.33
Format Slicers	3.10	0.33
Slicer Settings	3.10	0.33
Share Slicers	6.10	0.34
Disconnect Slicers	3.40	0.31
Delete Slicers	2.10	0.32
Insert Timeline	5.50	0.41
Change Timeline Periods	4.00	0.39
Delete Timelines	2.00	0.20

### **Charts**

**52.50**

**6.47**

	Duration in Minutes	Size in MB
Create a Chart	7.40	0.39
Change Chart Type	2.40	0.29
Move a Chart	2.30	0.29
Format Chart Title	4.20	0.51
Format Chart Legend	3.70	0.52
Format Chart Plot Area	3.80	0.74
Format Gridlines	4.20	0.58
Format Axis	5.20	0.50
Format Chart Area	2.70	0.83
Edit Source Data	3.70	0.27
Filter Chart Data	2.00	0.31
Format Chart Colours	2.00	0.32
Multiple Source Data Ranges	3.10	0.25
Using a Secondary Axis	3.70	0.32
Copy a Chart as a Bitmap	2.10	0.36

### **Sparklines**

**45.80**

**3.39**

	Duration in Minutes	Size in MB
Insert a Sparkline	4.10	0.35
Insert a Sparkline Group	4.10	0.35
Copy Sparklines	6.10	0.26
Group Sparklines	2.10	0.22
Change Sparkline Type	2.40	0.23
Change Sparkline Data	6.50	0.49
Format Sparklines	5.10	0.32
Sparkline Axis Options	6.10	0.36
Switch Rows / Columns	3.60	0.23
Hidden & Empty Cells	2.60	0.30
Delete Sparklines	3.10	0.27



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### Page Layout / Printing

**43.50**

**5.43**

	Duration in Minutes	Size in MB
Print a Worksheet	4.10	0.37
Using Print Preview	2.80	0.33
Set Page Orientation	2.60	0.41
Select Paper Size	1.30	0.41
Scale Worksheet to Printed Pages	3.20	0.40
Set Print Margins	2.60	0.37
Repeat Rows on All Pages	3.20	0.44
Repeat Columns on All Pages	3.20	0.49
Set Page Breaks	4.10	0.40
Define Page Set-up	3.10	0.35
Print Multiple Worksheets	2.60	0.32
Print a Selection	2.10	0.25
Set Print Area	2.40	0.29
Clear Print Area	2.10	0.28
Insert Header & Footer	4.10	0.33

### Importing External Data

**37.30**

**3.44**

	Duration in Minutes	Size in MB
About External Data Connections	6.80	0.37
New Access Database Queries	4.60	0.41
Using the Query Wizard	7.20	0.63
Edit Database Queries	5.20	0.59
Refresh Database Queries	3.10	0.23
New Pivot Table Queries	5.50	0.66
Edit Pivot Table Queries	2.60	0.35
Refresh Pivot Table Queries	2.30	0.21

### Data Tools

**43.30**

**4.17**

	Duration in Minutes	Size in MB
Text to Columns	7.30	0.43
Remove Duplicate Records	4.80	0.33
Insert Data Validation	8.60	0.74
Identifying Invalid Data	3.80	0.41
Remove Data Validation	2.80	0.39
Insert Drop-Down List	4.90	0.63
Insert Subtotals	6.10	0.45
Add Subtotal Level	3.70	0.47
Remove Subtotals	1.30	0.31

### What-if Tools

**30.20**

**3.40**

	Duration in Minutes	Size in MB
Using Goal Seek	4.80	0.45
Data Table - One Variable	5.30	0.43
Data Table - Two Variables	5.20	0.48
Create Scenarios	4.30	0.45
Show Scenarios	3.00	0.43
Edit Scenarios	3.00	0.48
Delete Scenarios	1.60	0.33
Compare Scenarios	3.00	0.35



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	<b>Duration in Minutes</b>	<b>Size in MB</b>
<b>Proofing &amp; Comments</b>	<b>15.70</b>	<b>1.92</b>
Spelling	3.80	0.38
Research	1.60	0.27
Thesaurus	1.60	0.22
Translation	1.60	0.22
Insert / Delete Comments	4.00	0.41
Show / Hide Comments	3.10	0.42

<b>Protect / Share Workbooks</b>	<b>24.40</b>	<b>2.32</b>
Lock / Unlock Cells	5.10	0.44
Protect Sheet	4.60	0.38
Protect Workbook	3.10	0.29
Control Workbook Access	3.10	0.33
Share Workbook	3.80	0.38
Track Changes	4.70	0.52

<b>Window Options</b>	<b>26.70</b>	<b>2.55</b>
Freeze Panes	6.10	0.36
Switch Between Open Files	2.40	0.25
Create New Window	3.10	0.31
Arrange Windows	3.10	0.37
Hide / Unhide Workbooks	2.10	0.28
Compare Side by Side	3.20	0.46
Split Window	3.10	0.31
Save Workspace	3.60	0.21

<b>Formula Options</b>	<b>24.60</b>	<b>2.17</b>
Auditing Formulas	4.30	0.35
Error Checking	6.00	0.42
Evaluate Formulas	3.70	0.41
Show Formulas	2.10	0.23
Watch Cell Value	3.70	0.49
Calculation Options	4.80	0.27

<b>Using Named Ranges</b>	<b>28.10</b>	<b>3.52</b>
Define Named Ranges	8.70	0.48
Create Multiple Names	2.80	0.49
Paste Names into Formulas	3.30	0.40
Enter Names in Formulas	2.60	0.37
Edit Names of Ranges	2.60	0.43
Edit Named Range Cells	2.60	0.42
Apply Named Ranges	3.70	0.49
Delete Named Ranges	1.80	0.43

<b>Using Functions</b>	<b>38.80</b>	<b>2.91</b>
Insert a Function	5.10	0.39
Select a Function	5.10	0.30
Help with Functions	2.90	0.30
Enter a Function	5.20	0.52
Edit a Function	4.60	0.44
* Wildcard Character	5.40	0.27
? Wildcard Character	5.40	0.27
Common Formula Errors	5.10	0.41



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### Math Functions

**36.20**

**2.67**

Auto Sum	4.20	0.49
Sum Values	4.70	0.39
Sum Filtered Data	5.10	0.22
Absolute Values	2.10	0.16
Rounding Values	8.90	0.49
Integer Values	4.80	0.32
Random Values	4.10	0.38
Square Roots	2.30	0.22

### Date Functions

**51.70**

**2.47**

Background on Dates	4.90	0.20
Entering Dates & Times	5.10	0.25
Current Date	2.10	0.18
Date Components	3.50	0.33
Convert Dates to Month End Dates	6.30	0.29
Using Month Names	6.30	0.26
Using Weekdays	6.60	0.28
Using Week Numbers	3.30	0.16
Convert Text to Dates	6.10	0.20
Work Days	3.40	0.16
Year Fractions	4.10	0.16

### Text Functions

**32.50**

**2.08**

Convert Text / Dates / Numbers	8.50	0.37
Combine Text from Multiple Cells	3.40	0.23
Text Display (upper/lower case)	1.90	0.23
Remove Spaces from Text	1.80	0.18
Determine Text Length	1.30	0.15
Extract Characters from Text	3.40	0.23
Find Characters in Text	4.30	0.23
Replace Characters in Text	3.30	0.23
Search for Characters in Text	4.60	0.24

### Logical Functions

**34.00**

**1.61**

IF Function	7.10	0.30
Nesting IF Functions	15.20	0.67
AND Function	4.30	0.22
OR Function	4.30	0.21
NOT Function	3.10	0.21

### Lookup Functions

**43.50**

**1.99**

Lookup Cell Values	4.10	0.23
Lookup Cell Values by Column	8.10	0.25
Lookup Cell Values by Row	6.80	0.24
Link Cells and Change Orientation	5.10	0.32
Offset Cell References	8.10	0.26
Match Value in Cell Range	4.60	0.24
Column Number	4.10	0.26
Row Number	2.60	0.19





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### Information Functions

**23.80**

**1.69**

	Duration in Minutes	Size in MB
Use Error Types	3.60	0.20
Replace Blank Cells	3.10	0.20
Replace Errors in Cells	4.30	0.28
Replace #N/A Error	4.30	0.24
Identify Logical Values	1.60	0.15
Identify Numeric Values	1.60	0.15
Identify Text Values	1.60	0.15
Identify Non-Text Values	1.60	0.15
Identify Data Type	2.10	0.16

### Statistical Functions

**44.80**

**2.20**

	Duration in Minutes	Size in MB
SUMIF Function	6.80	0.26
COUNTIF Function	3.60	0.25
SUMPRODUCT Function	3.60	0.17
Sum Based on Multiple Criteria	12.20	0.48
Counting Data	5.80	0.23
Average Value	3.40	0.18
Minimum Value	1.60	0.15
Maximum Value	1.60	0.15
Median Value	3.10	0.15
Mode Value	3.10	0.19

### Financial Functions

**106.60**

**5.10**

	Duration in Minutes	Size in MB
Loan Repayment	9.10	0.38
Loan Principle Amount	9.10	0.38
Interest Rate	8.10	0.37
Loan Period	8.10	0.37
Principle Portion of Repayment	9.20	0.61
Interest Portion of Repayment	9.20	0.60
Cumulative Principle Repayment	10.20	0.62
Cumulative Interest Repayment	10.20	0.62
Future Value of Investment	8.10	0.37
Savings Annuity	8.10	0.37
Net Present Value	9.60	0.24
Internal Rate of Return	7.60	0.16



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### Database Functions

**42.50**

**2.52**

	Duration in Minutes	Size in MB
Syntax of Database Functions	10.20	0.50
Count Records	5.60	0.34
Average Field Value	3.60	0.26
Maximum Field Value	3.60	0.26
Minimum Field Value	3.60	0.26
Single Record Values	3.60	0.26
Sum Field Value	3.60	0.26
Using Formulas in Sum Criteria	8.70	0.39

*Note: The total file size of 126 MB sounds like a lot to download, but you should keep in mind that this total includes 354 comprehensive Excel tutorials. Our video format is unique and the file size is more than 90% smaller than the standard video format, for example the download size of any standard video of 5 minutes could be up to 10 MB. With our video format, you'd be able to view 67 minutes of tutorials before downloading 10 MB.*

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