

# **Excel-erating: working with Microsoft Excel**

## **Features we will look at:**

Format as a table	Customize ribbon
Autofill	Custom views
Pivot Table tool	Grouping/outlining
Create PDF	Locking headers
Import data from webpage	Mail merge
Filter	

## **Resources:**

<https://fiveminutelessons.com/learn-microsoft-excel/10-essential-things-you-should-learn-about-microsoft-excel>

<http://danarmishaw.com/ms-office-skills-checklists/>

## **Let's practice!**

If you have any other questions, please let me know: [abailey@dwc.org](mailto:abailey@dwc.org)