



# A Few Resources to Learn Excel



Using Excel is part of the modern office worker's must have skills. For Homeless Management Information System (HMIS) users, knowing how to use Excel is invaluable for Reports and Data Quality checking as some HMIS report export to Excel. Here a few resources that are free and easy to use. This is not a comprehensive list by any means nor does Commerce endorse these sites, but rather these are a few quick online finds.

## Microsoft Resources

### Office 365 Training Center

Office Training Center

Learn the Office apps



Check out the [Office Training Center](#): A resource hub for all Microsoft Office applications and services. The [training center for Excel](#) is full of free tutorials, videos, and guides. Find trainings for all sorts of Office products from beginner to advanced users.

## Excel Tutorial Videos



Excel 2016:

<https://www.youtube.com/watch?v=tuk99Sgc6Fw>

<https://www.youtube.com/watch?v=8IXerL3DHRw>

Excel 2010/2013:

Part 1 (12min): <https://www.youtube.com/watch?v=J4zq3R8b5dQ>

Part 2 (11min): <https://www.youtube.com/watch?v=vqL7it3KJSM>

Part 3 (9min): <https://www.youtube.com/watch?v=u5MPk-WM5xl>

Part 4 (7min): <https://www.youtube.com/watch?v=PnsZEMQpB1E>

10 Things you must know for Excel (25min)

[https://www.youtube.com/watch?v=-SnBIC\\_1tSk](https://www.youtube.com/watch?v=-SnBIC_1tSk)

10 More Things you must know for Excel (27min)

<https://www.youtube.com/watch?v=LsLLPC00I8M&feature=youtu.be>

## Excel Tutorial Websites

- "Spreadsheets" - very user friendly and quick tutorials:  
<http://spreadsheets.com/blog/>
- GCF LearnFree.org  
<http://www.gcflearnfree.org/excel2007>
- EdX  
[https://www.edx.org/course?search\\_query=Excel+2016](https://www.edx.org/course?search_query=Excel+2016)

## Any Suggestions?

We hope you found this useful. Do you know of any good free Excel resources? Let us know. Email Maylee Stevenson, HMIS Trainer & TA, at [maylee.stevenson@commerce.wa.gov](mailto:maylee.stevenson@commerce.wa.gov)