**Links to How-To Videos for**

**Microsoft Excel**

* [Freeze Panes](https://www.youtube.com/watch?v=zuhsUNBeNHw): Scroll through your spreadsheet and have select rows and columns remain frozen.
* [Find Duplicate Values](https://www.youtube.com/watch?v=Ugexxag8L4g): Use conditional formatting to find duplicate values. (Great for persistence and retention checks.)
* [Keyboard Shortcuts](https://www.youtube.com/watch?v=iotrTlRT3q0): Use shortcuts to navigate your spreadsheet so you don’t always have to click and drag.
* [Using Pivot Tables](https://youtu.be/BkmxrvIfDGA?t=234): Use pivot tables to organize dense data, like course info that you’ve copied and pasted from Pipeline. (The video starts at 3:54 when the tutorial really begins.)
* [General Tips and Tricks](https://www.youtube.com/watch?v=EdnAeqxqdzM): Great video for tips on how to be more productive with Excel.