



Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier

GCF LearnFree tutorials

January 8, 2019

Are you ready to learn something new in 2019?

We've covered GCFLearnFree in a previous Tip—but it's been several years, so some of you readers may not have seen it, or may have forgotten about it. It is worth revisiting as a powerful tutorial site!

GCFLearnFree.org is very useful for learning computer programs from very basic through advanced—but it also contains information on basic skills like job search and general math skills.

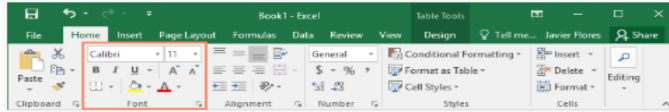
All Topics			
(This snapshot is NOT all the topics available!)			
Computers Computer Basics Basic Computer Skills Mouse Tutorial Typing Tutorial Computer Science	Office 2010 Access 2010 Excel 2010 Outlook 2010 PowerPoint 2010 Publisher 2010 Word 2010	Reading Grammar Learn English Practice Reading Reading Activities	Personal Finance Money Basics Online Money Tips GED GED Prep Resources
Email Beyond Email Email Basics Gmail	Office 2007 Access 2007 Excel 2007 PowerPoint 2007 Word 2007	Creativity & Design Digital Photography Image Editing 101 Photoshop Basics Beginning Graphic Design Creativity	Skills for Today The Now Sharing Economy Wearables Freelance Work Adapting to Change Problem-Solving and Decisio. Digital Media Literacy Computer Science
Internet Chrome Edge Firefox Internet Basics Internet Explorer Internet Tips Safari Search Better Use Information Correctly Using the Web to Get Stuff Do... Tech Savvy Tips and Tricks Etsy Dropbox Prezi	Office 2003 Access 2003 Excel 2003 Office 2003 Basics Outlook 2003 PowerPoint 2003 Publisher 2003 Word 2003	Career Planning Beginning a New Career Career Planning and Salary Careers Without College Job Search and Networking	Work Life Freelance Work Part-Time Jobs Work and Money Podcasts Career Experiences
Online Safety Internet Safety Internet Safety for Kids	Office XP Access XP Excel XP Office XP Basics PowerPoint XP Word XP	Job Search Cover Letters Interviewing Skills Job Applications Job Search and Networking Resume Writing	Applying for Jobs Job Applications Resume Writing Cover Letters Interviewing Skills
	Office 2000	Money Money Basics Online Money Tips QuickBooks Resources	Education and Training

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The Ribbon

Excel 2016 uses a **tabbed Ribbon system** instead of traditional menus. **The Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in Excel.

- ▶ Each tab will have one or more groups.



Excel 2016

In this free Excel 2016 tutorial, learn how to create formulas and charts, use functions, format cells, and do more with your spreadsheets.

[Go to YouTube Playlist](#)

Excel 2016 Basics

- 1 **Getting Started with Excel**
Learn your way around the Excel 2016 environment.
- 2 **Understanding OneDrive**
Learn all about working with your Microsoft account and OneDrive.
- 3 **Creating and Opening Workbooks**
Learn how to create and open Excel workbooks.
- 4 **Saving and Sharing Workbooks**
Learn how to save and share Excel workbooks.

Excel 2016 - Getting Started with Excel

[Back to Tutorial](#)

Introduction

Excel is a **spreadsheet program** that allows you to **store, organize, and analyze information**. While you may believe Excel is only used by certain people to process complicated data, anyone can learn how to take advantage of the program's **powerful features**. Whether you're keeping a budget, organizing a training log, or creating an invoice, Excel makes it easy to work with different types of data.

Watch the video below to learn more about Excel.



In addition to the text-based tutorials, there is also a generous menu of video tutorial content.

The screenshot shows a YouTube page for a playlist titled "Microsoft Excel 2016". The playlist contains 28 videos with a total of 225,205 views, last updated on April 23, 2018. The main video thumbnail is labeled "EXCEL GETTING STARTED" and has a "PLAY ALL" button. To the right, a list of five videos is shown:

1. Solving Real-Life Problems in Excel (4:19)
2. New Course: Excel 2016 (1:23)
3. Excel 2016: Getting Started (4:21)
4. Excel 2016: Creating and Opening Workbooks (2:35)
5. Excel 2016: Saving and Sharing (3:50)

The channel name "GCFLearnFree.org" is listed for each video. The left sidebar shows navigation options like Home, Trending, Subscriptions, Library, History, Watch later, and Liked videos. Below the navigation is a "SUBSCRIPTIONS" section with "Angela Panzer" and a "BROWSE CHANNELS" button. At the bottom, there is a "MORE FROM YOUTUBE" section.

If you are trying to learn a new computer skill—or helping someone else learn -- this free Web site (and YouTube channel) are good places to start!

The screenshot shows a lesson page titled "Financial problem-solving strategies" under the heading "Money Basics - Financial Problem Solving Strategies". A "Back to Tutorial" button is in the top right corner. The main image is an illustration of a person in a red shirt and green pants struggling to carry a large, heavy, golden bag with a dollar sign on it. The bag is attached to a chain that is hooked to the person's ankle. The background shows a city skyline with black buildings against a light sky. Below the illustration, the text reads: "Have you ever experienced a financial problem? Do you feel like finances are holding you back from reaching your goals? This lesson will give a brief overview of the general problem-solving process and how to apply it to the most common financial problems." At the bottom of the page, the text "The problem-solving process" is displayed.