

Webinar on

Excel: Managing List-Based Data

Date : April 02, 2020

Learning Objectives

- Sorting a list of items into alphabetical, numerical or chronological order*
- Using List Filters to display only those items matching a given criteria*
- Saving a Filter for re-use*
- Converting a list into a Table*
- The benefits of a Table-based list*
- Creating a Pivot Table to summarize list-based data*



If you think that Excel is all about working with numbers, then think again. More and more people are turning to Excel to help them to manage list-based data.

PRESENTED BY:

Mike Thomas has worked in the IT training business since 1989. He is a subject matter expert in a range of technologies including Microsoft Office and Apple Mac. In 2012 Mike founded theexceltrainer.co.uk where he has produced nearly 200 written and video-based Excel tutorials.

Date :April 02, 2020

Time : 01 : 00 PM EST

Duration : 60 Minutes

Price: \$149

Webinar Description

If you think that Excel is all about working with numbers, then think again. More and more people are turning to Excel to help them to manage list-based data.

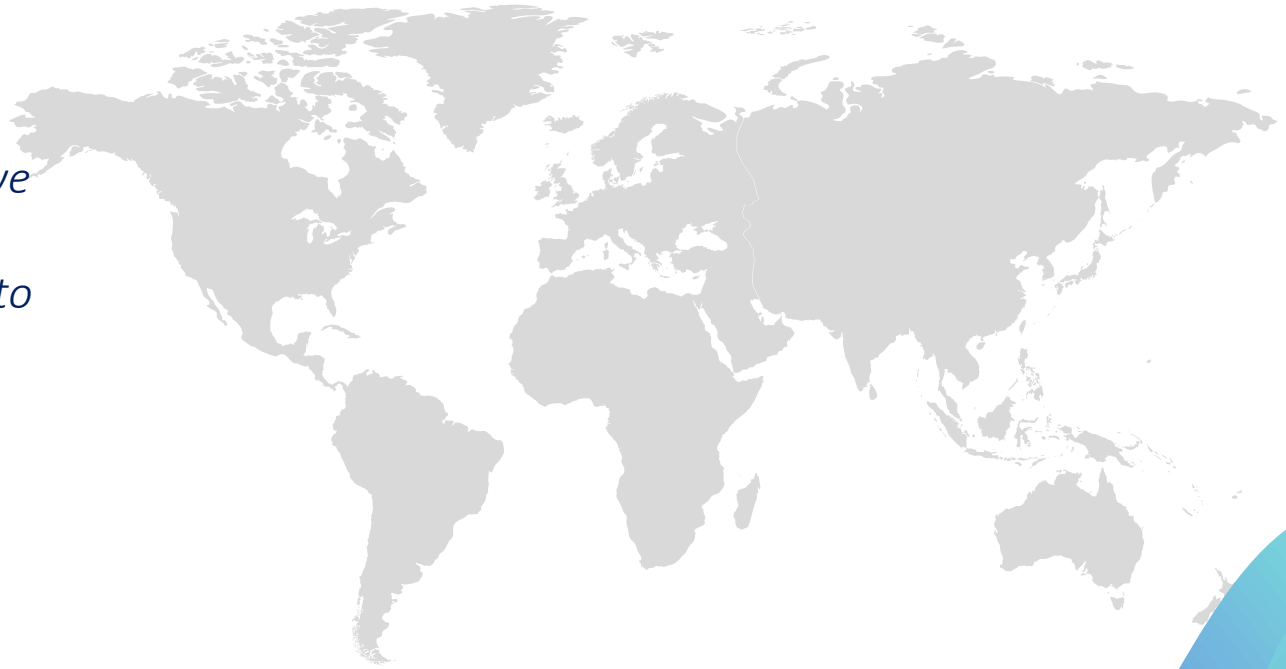
Whether it's lists of employees, lists of equipment, lists of training courses or anything else, Excel contains a whole array of features designed to help you to manage your list-based data.



Who Should Attend ?

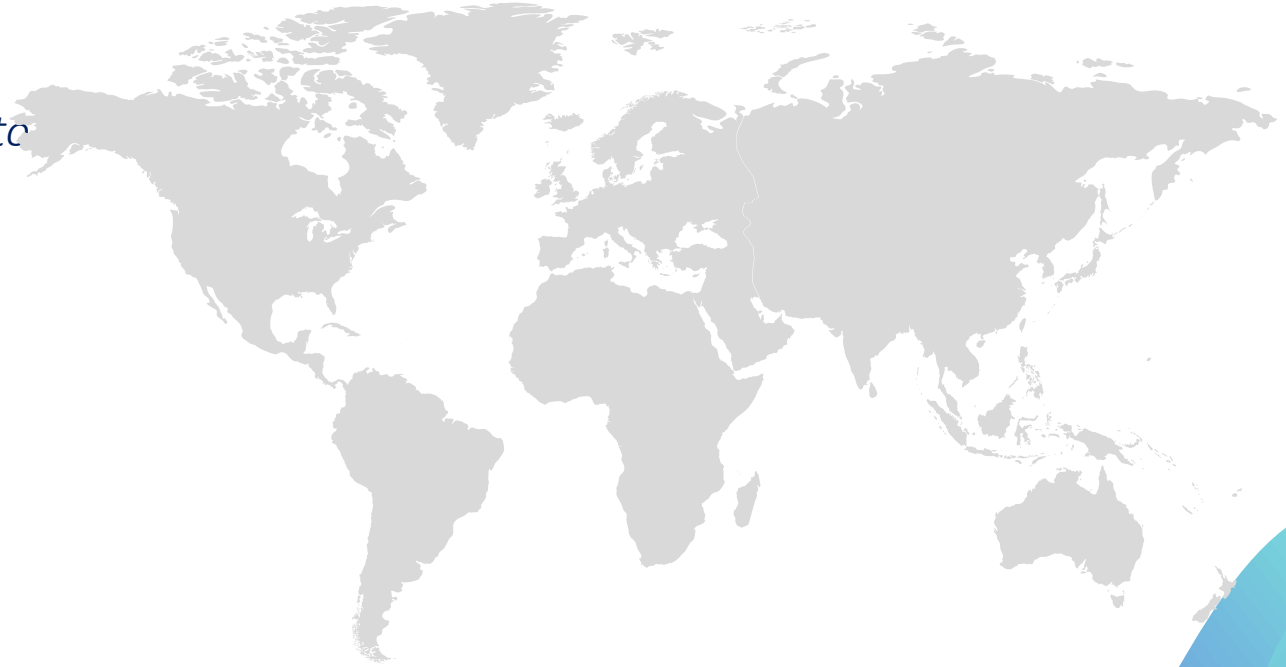
There's nothing particularly advanced about the features covered in this session so even if all you've ever done is opened an existing Excel workbook and looked at the data, if you want to know how to manage lists in Excel, then this webinar is for you.

Although the training will be delivered using the latest version of Excel, this training is relevant for users of Excel 2010 and above.



Why Should Attend ?

If you manage list-based data in Excel and want to learn some best practice techniques for working with this type of data, this session is for you.



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