

Webinar on

Boot Camp: Sort And Filter, Conditional Formatting And Data Validation, Creating Charts

Date : August 19, 2021

Areas Covered

Learning Excel's Sort and Filter Tools

- Sort data in a worksheet*
- Filter data with AutoFilter*
- Use custom filter techniques*
- Apply conditional formatting for quick analysis*
- Sort and filter using colors and icons from conditional formatting*
- Create, view, and remove Subtotals*
- Split complex data into separate columns for ideal filtering and sorting*

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Using Conditional Formatting

- Types of conditional formats*
 - Highlighting cells rules*
 - Applying data bars, color scales, and icon sets*
 - Removing conditional formatting*
 - Modifying conditional formatting*
 - Using the conditional formatting rules manager*
 - Creating conditional formatting based on a formula*
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Using Data Validation

- Using the data validation dialog box*
- Creating data validation criteria*
- Modifying and removing data validation*
- Creating an input message*
- Modifying the error message*
- Creating a drop-down list for data entry*
- Copying a drop-down list to multiple or rows*

- *Mastering Charts*

- Creating Charts*

- Defining the Components of a Chart*

- Formatting a Chart*

- Modifying a Chart*

- Adding Chart Elements*

- Adding, Editing, and Removing Data*

- Annotating with Trendlines*

- Creating a Combination Chart*
- *Using Sparklines*



This will provide you with the necessary information to make important business decisions. Conditional formatting is one of the major strengths of Excel.

PRESENTED BY:

Cathy Horwitz - teaches classes on the Microsoft suite of application software including Excel, PowerPoint, Word, Access, and Outlook. Cathy has over 30 years of experience in the classroom and virtual training and has been an instructor of Microsoft Office since 1989. Her strengths include customizing classes based on the needs of individual students and providing realistic business.

Date : August 19, 2021

Time : 01 : 00 PM EST

Duration : 180 Minutes

Price: \$300

Webinar Description

Learning Excel's Sort and Filter Tools

Excel is a powerful program for managing and analyzing lengthy lists of data. What tips, tricks, and techniques do you need to know to quickly and easily sort and filter a range or table of data? Join this training course to explore the shortcuts and solutions for effectively working with large worksheets of data.

Using Conditional Formatting and Data Validation

With Conditional Formatting, we'll show you how massive amounts of data can be analyzed to visually emphasize relationships, find exceptions, and spot trends. Conditional formatting can change the format of cells based on their values in multiple ways including font style, underline style, font color, fill color, and more. Data bars can be used to show the value of a cell relative to other cells. Data bars can be modified in multiple ways.



Color scales show data distribution and variation. Shades of color represent high, middle, and low values. A variety of color combinations are available. Icon sets allow annotation and classification of data into three to five categories using icons. It is possible to customize icon sets. Create a drop-down list of items in a cell with data validation. This will make data entry easier and reduce input errors and typing mistakes. Invalid data can automatically be highlighted in a worksheet.

Mastering Charts

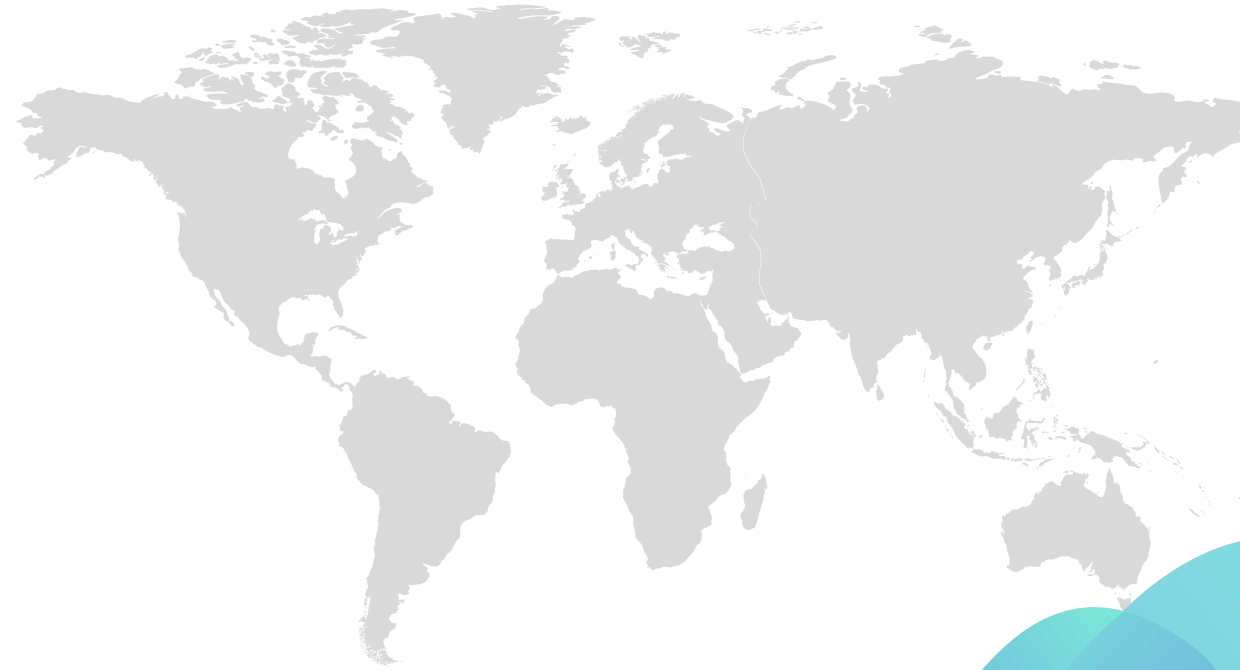
They say that a picture is worth a thousand words. Using Excel's charting tools to visually display complex Excel data communicates the data's message much more effectively to your target audience. Charts and graphs are visual representations of your data. Viewing the data graphically makes the data less confusing and increases comprehension. It is easier to spot trends and patterns in your data sets.

Excel charts update automatically when the data is modified, so charts are always current. Become more productive and efficient at communicating data to others.



Who Should Attend ?

- *Business Owners*
- *CEO's / CFO's / CTO's*
- *Managers, Accountants, CPA's*
- *Financial Consultants*
- *IT Professionals, Auditors*
- *Human Resource Personnel*
- *Bookkeepers, Marketers*
- *Anybody with large amounts of Data*
- *Anybody who uses Microsoft Excel on a regular basis, and wants to be more efficient and productive*



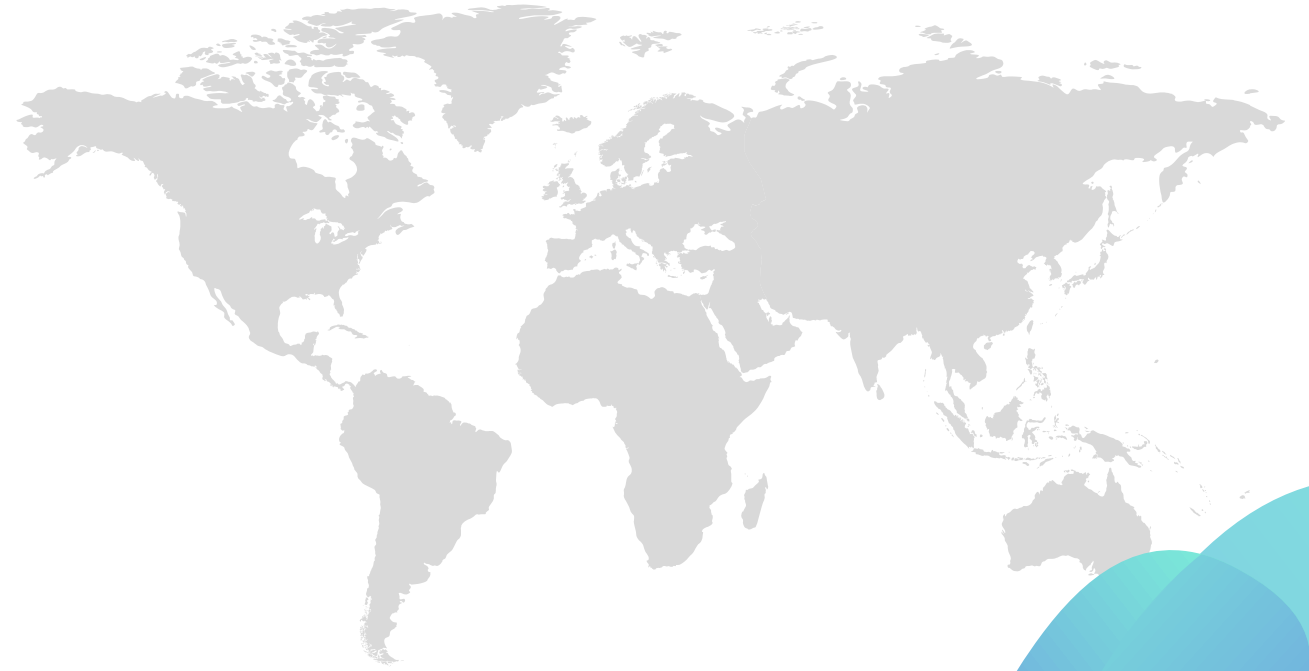
Why Should You Attend ?

This training session covers THREE intermediate to advanced features of Excel that provide automation within the application.

Learning Excel's Sort and Filter Tools

Learning how to use efficiently use Excel is so critical in many of today's office jobs. Many people know the basics of Excel. This webinar will show you how to use the Sort and Filter tools and Subtotals to really help get the most out of your data, be more efficient, and find the information that you are looking for.

Using Conditional Formatting and Data Validation



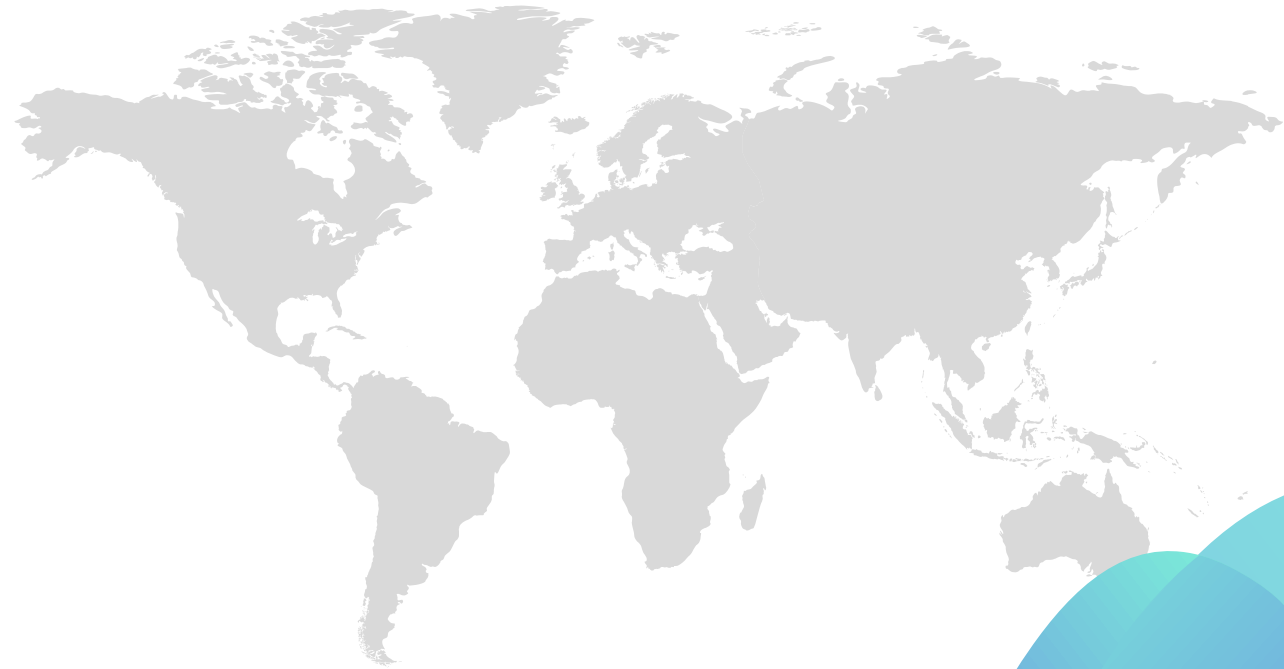
Thanks to Conditional Formatting, you can highlight all information that is important to you (the highest or lowest values, duplicate values, values that are larger or smaller than a certain value). This will provide you with the necessary information to make important business decisions. Conditional formatting is one of the major strengths of Excel!

To be sure that the data is entered accurately, use Data Validation to restrict the input type of a value based on a specific set of criteria. Trying to enter data that does not meet the criteria will generate an error message. Create a drop-down list of items in a cell with data validation. This will make data entry easier and reduce input errors and typing mistakes.



Mastering Charts

They say that a picture is worth a thousand words. Using Charts to visually display complex Excel data communicates the data's message much more effectively to your target audience. Charts can be created not just in Excel, but also in PowerPoint, Word, and Outlook. This makes learning these tools extremely useful.



To register please visit:

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