

Webinar on

3 Essential Webinar Guide On Sorting, Filtering, Format Data, Tables And Extracting Data From Databases Management Systems

Webinar Description

This webinar bundle contains 3 recorded webinars it gives you to learn the fastest and most efficient ways to sort data; sort by content, by colour, or based on the order of data in a custom list; sort in random order or by re-arranging columns left-to-right, data analysis tricks used to query text files and databases from within Excel.

The webinar format is 1-1.5 hours of audio-visual presentation, including a brief Q&A session.

This webinar bundle includes below 3 recorded webinars:

Microsoft Excel: Data Management Features (Sorting, Filtering, Tables, Subtotals...)

Excel Savvy: Extracting Data from Databases and Text Files

Excel Savvy: Filter and Format Data with Ease



Microsoft Excel: Data Management Features (Sorting, Filtering, Tables, Subtotals...)

Presented by Dennis Taylor

Microsoft says that up to 70% of users surveyed use Excel to maintain a database or large lists. To be truly proficient in Excel, you must be familiar with these tools to manage data efficiently. It's all the more important as data collection has become more automated and you're getting swamped with tons of data. But what can you do with all that data? You need to know how to re-arrange the data (sort), see just what you want to see (filter), create quick summaries (subtotals), restructure fields containing too much data (the exciting new Flash Fill tool and the Text to Columns feature) and eliminate redundant records. If you are setting up new lists, you need to know the powerful validation tools that keep out bad data from the start and how to drastically reduce data entry with drop-down clickable lists.

You can do more with Microsoft Excel worksheets than just calculate data -- you can tackle powerful data management needs with ease too! With just a bit of know-how, you can take advantage of the power of Excel to validate data, sort data (based on content, color, or icon), insert automatic subtotals, filter the data to see just what you need to see, restructure columnar data that has been improperly grouped, eliminate duplicate records in a flash, and use powerful expanded functions to analyze the data in any list, regardless of size.



Excel Savvy: Extracting Data from Databases and Text Files

Presented by David H. Ringstrom

Extracting data from text files or from database management systems, such as Microsoft Access or Microsoft SQL Server, can be intimidating to Excel users. In this outstanding presentation, Excel expert David Ringstrom, CPA, walks you through the process of getting the data you need from databases or from text files into Excel. Once your data is in Excel, you can work with it in a variety of ways, such as using worksheet functions to summarize data, querying text files and databases from within Excel, creating self-updating links to databases and other data sources, and more.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in Excel 2016. He'll draw to your attention any differences in Excel 2013, 2010, or 2007 during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the webcast.



Excel Savvy: Filter and Format Data with Ease

Presented by David H. Ringstrom

You'll find it easy to filter and format your data after participating in this presentation by Excel expert David Ringstrom, CPA. David shows you how to analyze data more effectively, gain control of long lists of data, identify duplicates in a list, transform filtering tasks, avoid retyping data and cumbersome formulas, bypass filter drop-down lists, and more.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in Excel 2016. He draws your attention to any differences in Excel 2013, 2010, or 2007 during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the webcast.



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