Webinar on

Excel Savvy: Filter And Format Data With Ease

Learning Objectives

Apply powerful techniques you can use to quickly tame large sets of data in Excel

Apply a variety of Excel functions and features to filter and format your data
Identify duplicates in a list using the

Conditional Formatting feature

Areas Covered

- *Applying different filter settings with just a couple of mouse clicks using the Custom Views feature*

- *Color-coding the top or bottom amounts within a list by way of Conditional Formatting*

- *Learning which features, such as Custom Views, you can't use when one or more tables exist in a workbook*

- *Using Conditional Formatting to color-code your data, identify duplicates, and apply icons*

- *Switching between Custom Views by way of a hidden drop-down list you can enable on Excel's Quick Access Toolbar*

- *Seeing two techniques for determining if conditional formatting has been applied to a worksheet, and if so, where*

Bypassing filter drop-down lists by filtering based on cell contents with a single keystroke or mouse click

Getting control of long lists of data by filtering instead of sorting

Transforming dates and numbers into various formats without retyping by way of custom number formats

Using Excel's Filter feature to quickly scan a column for # sign errors

Simplifying repetitive tasks by creating your own keyboard shortcuts

Mitigating the side effects of converting a table back to a normal range of cells Learning Objectives

This webinar helps 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.

PRESENTED BY:

David H. Ringstrom, CPA, is the president and owner of Accounting Advisors, Inc. based in Atlanta, Georgia. David founded Accounting Advisors in 1991 as a consulting-services business, later he began teaching continuing education classes as well.

On-Demand Webinar

Duration : 90 Minutes

Price: $200

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Webinar Description

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.

Who Should Attend ?

Practitioners seeking ways to analyze data in Excel more effectively and to discover how to simplify filtering and formatting.
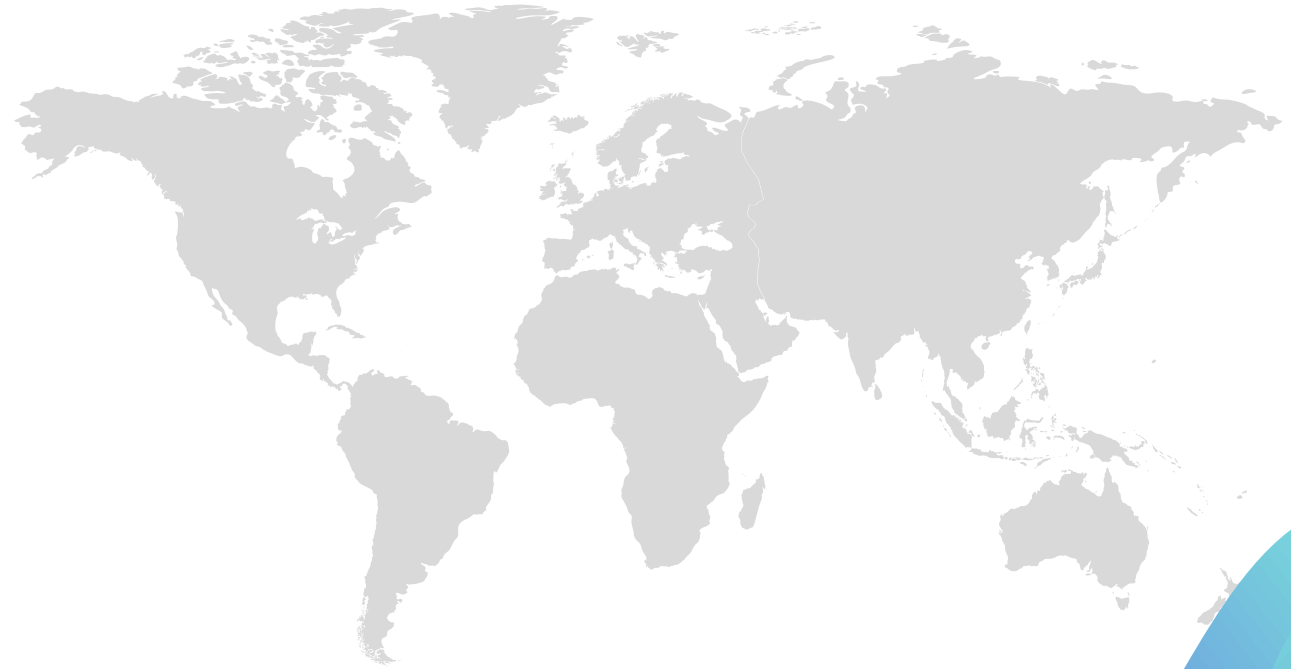
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