

Webinar on

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


Learning Objectives

Learn the fastest, 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

Re-structure improperly grouped columnar data with Flash Fill or the Text to Columns feature

Master the myriad ways of filtering data to display just the data you need

Insert a row of subtotals in a sorted list without tediously creating new rows and formulas



*Learn valuable functions that help you understand your data –
COUNTIF, SUMIF, and more...*

*Create drop-down lists to accelerate data entry, with
improved accuracy and consistency*

*Convert lists into tables – gain easier data-handling
and enhanced visual features*

*Eliminate duplicate records from a large
database*

This course more important as data collection has become more automated and you're getting swamped with tons of data. Microsoft says that up to 70% of users surveyed use Excel to maintain a database or large lists.

PRESENTED BY:

Dennis Taylor is an Excel expert. He has worked extensively with Microsoft products (especially spreadsheet programs) since the mid-1990s. He's travelled the United States and Canada giving seminars to help his students unlock the full potential of Excel (so far, he's been to over 40 states, and Saskatchewan is the one Canadian province he's missed, but he'll get there soon enough!).

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

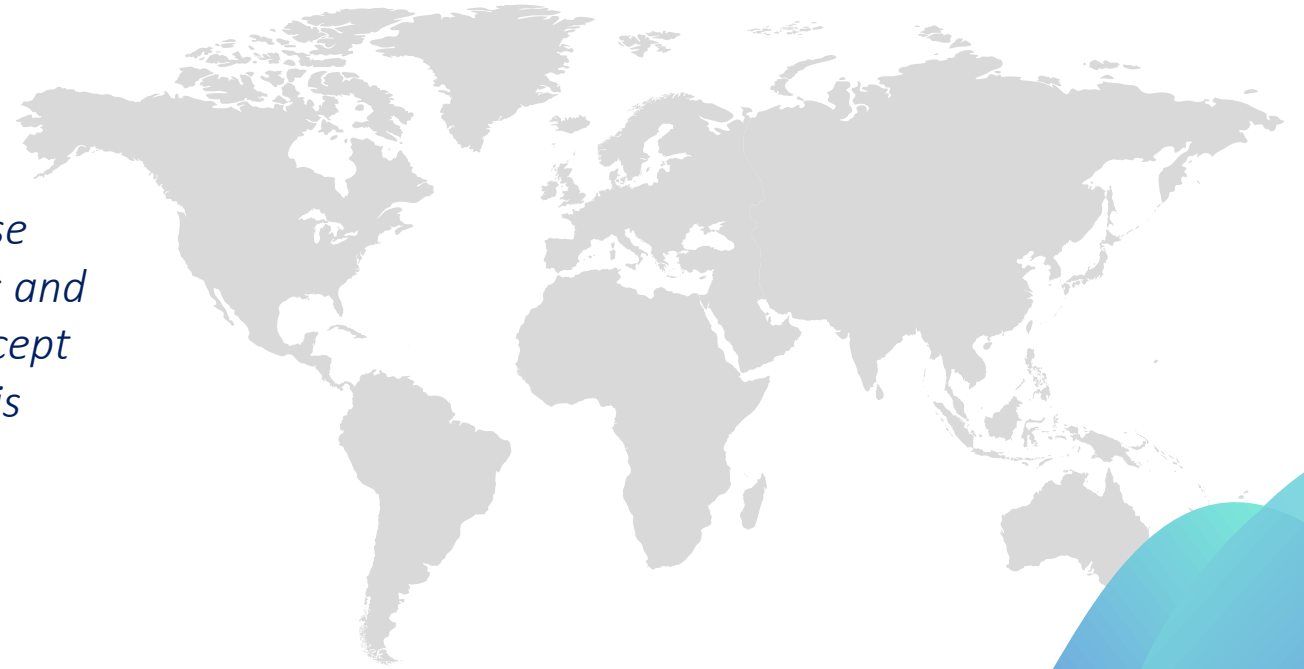
Microsoft says that up to 70% of users surveyed use Excel to maintain a database or large lists. To be truly proficient in Excel, you must be familiar with these tools to manage data efficiently. It's all the more important as data collection has become more automated and you're getting swamped with 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.



Who Should Attend ?

Any Excel user who deals with large lists needs these tools and techniques to effectively manage the lists and become more productive. Nearly all Excel users, except for those just getting started, are candidates for this webinar.



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