Webinar on

Managing Excel Data: Sorting, Filtering, Subtotaling and Creating Tables

Learning Objectives

- Sort Data by a Single Column

- Sort Data by Multiple Columns

- Sort Data by Row, Filter For Specific Data

- Custom Filter Text, Numbers and Dates

- Save A Filter For Re-Use, Subtotal Data

- Learn the Benefits of Tables

- Create and Modify Tables

- Format Tables with Styles

- Find Duplicate Table Records

- Summarize Table Data with a PivotTable

The training will be delivered using Excel 2016 for Windows although the topics discussed during this webinar will have the same functionality in Excel 2010 and Excel 2013.

PRESENTED BY:

Cathy Horwitz is an independent consultant specializing in Microsoft Office instruction. She has over 30 years of experience as a Microsoft Office instructor. Cathy is proficient in all levels of Excel, Word, PowerPoint, Outlook, and Access. Cathy holds a degree in Psychology and a Master in Business Administration degree with an emphasis in Human Resources.

GRC online Training Hub EDUCATORS Axons Technology and Solutions

Duration : 90 Minutes

Price: $200

Webinar Description

To be truly proficient in Excel, you must be familiar with these tools to manage data efficiently. Managing data is becoming more important than ever as data collection becomes more automated. What can you do with all that data? You need to know how to rearrange the data (Sort), see just what you want to see (Filter), create quick summaries (Subtotals). Learn to use tables to add even more options for managing data. Learn to get the most out of your data, be more efficient, and find the information that you are looking for.

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Who Should Attend ?

Administrative assistants

Managers
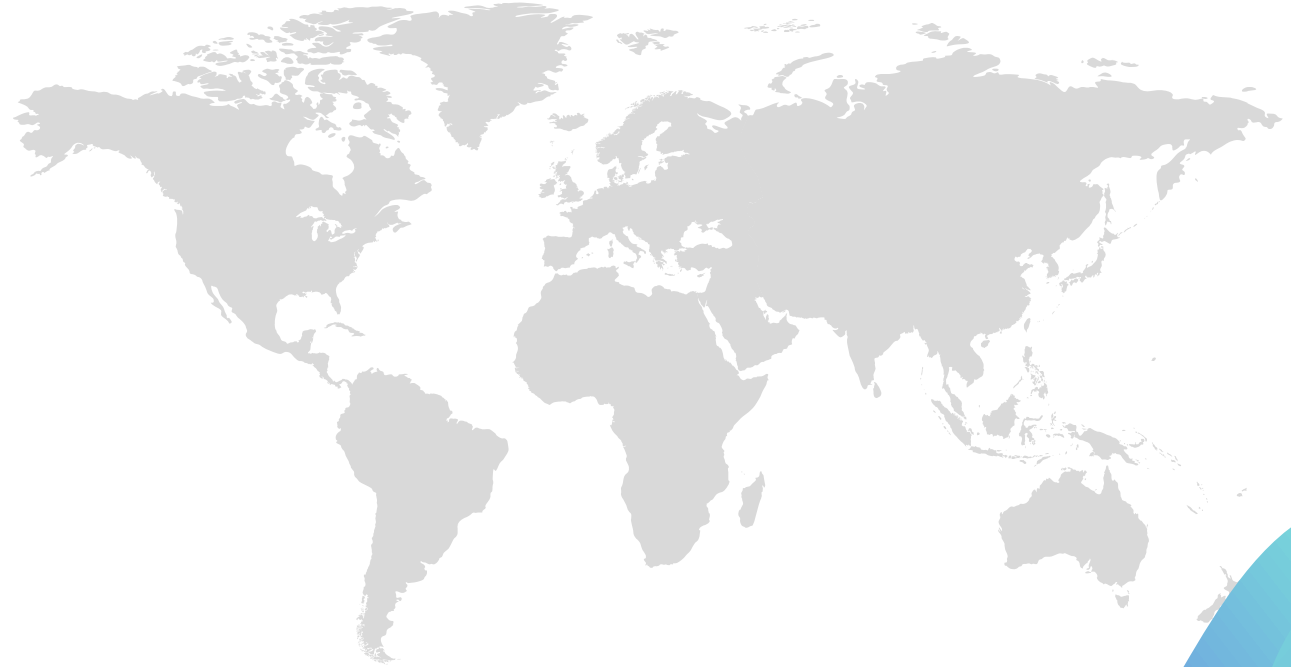
Directors

Sales associates

Students

*Teachers*

Marketing personnel

Medical personnel

Legal professionals

Anyone using MS Office in a business or educational setting to create reports and manage large amounts of data.

Why Should Attend ?

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? What methods are there for summarizing your data? Join this step-by-step training course to explore the solutions and shortcuts for effectively working with large worksheets of data.

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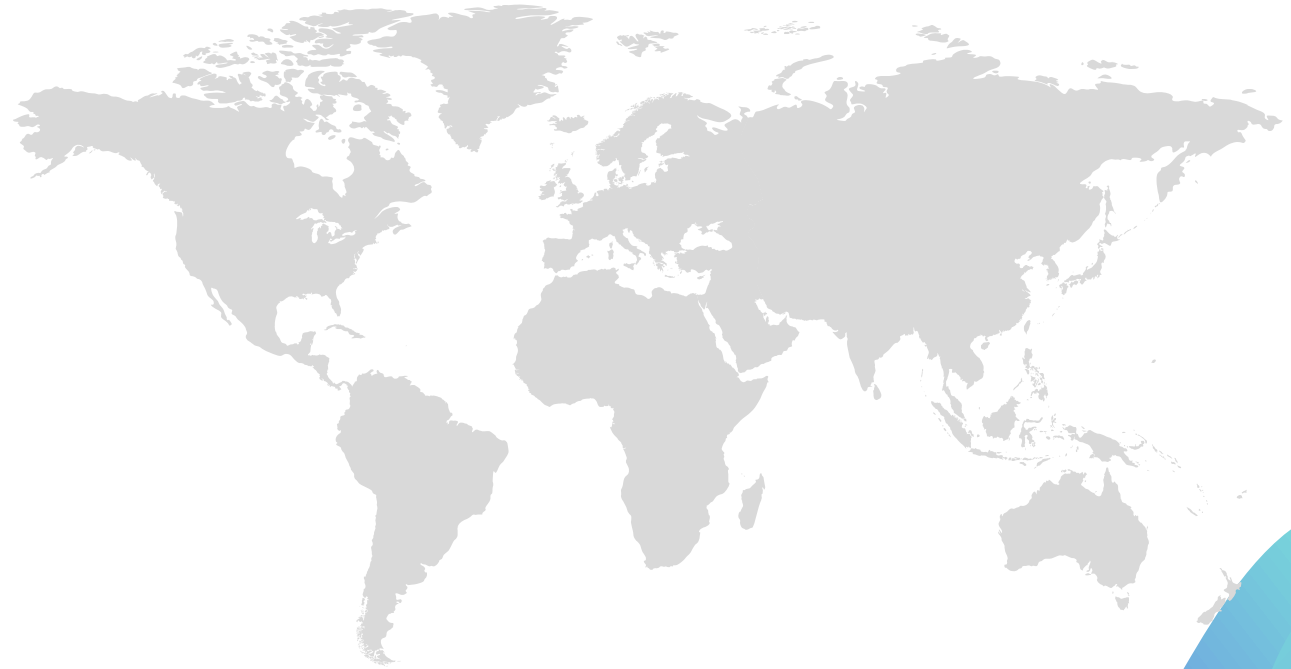
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