



Microsoft Excel Data Basics

Format: 2 Hour Virtual Session: Max Capacity 4

Session Topics

- Laying out data optimally for reporting, sorting & filtering etc
- Making the most of sorting and filtering tool
 - Sorting / filtering by cell formatting settings
 - Date, Text and Number sort & filter options
 - Sorting using custom lists
 - Advanced filtering and creating a copy of filter results
- Understanding Excel formatting and formula results vs stored data
 - Number format options
 - 'Show Formulas' view
 - 'Evaluate formula' tool
- Moving around and selecting data within a spreadsheet
- Utilising Data tools
 - Text to columns
 - Remove duplicates
 - Consolidate
- Conditional formatting