

Excel – Sorting and Filtering Lists and Databases

Learn how to turn raw data into useful business information to help you make more informed decisions. Work with built-in, easy to use database and list management tools in Excel to analyse large sets of business data quickly and efficiently.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Use Sort and Filter tools
- Use Subtotals
- Remove duplicates
- Clean up imported data

Course Content

- Introduction to Database Tables
- Rules for databases
- Sorting data
- Sorting by multiple columns
- Filtering a list
- Automatic Subtotals
- Importing data
- Cleaning up imported data
- Parsing data into columns
- Removing duplicates