

Microsoft Excel Module 4: Data Manipulation

Pre-requisites: Delegates must be confident with using a keyboard, mouse and Windows and be familiar with the basic functions of Excel

Objectives: The following objectives will be covered in the course:

- Moving and Copying Data
- Sorting Data
- Filtering Data

Course Outline:

- Moving and Copying Data**
 - Inserting Rows and Ranges
 - Moving Data
 - Copying Data
 - Absolute References
 - Using the Full Series Function
- Sorting Data**
 - Single-Level Sorting
 - Multiple-Level Sorting
 - Sorting Options
 - Importing Data
 - Design Considerations
- Filtering Data**
 - Filtering a List
 - Custom Criteria
 - Multiple-Condition Criteria
 - Managing a Filtering List