
Sort, Filter, & Conditional Formatting Data

Microsoft Excel E202
90 Minutes

Course Content

This 90-minute class focuses on sorting and filtering data in Excel. Sorting is the process of ordering all data in a specified range by single or multiple criteria. Filtering is distinct from sorting in an important way. Filtering takes user-specified criteria and returns only those records that match those parameters. Both of these features play an important role in organizing and displaying your data. Subtotals is an amazing tool that takes your sorted data and automatically builds subtotals and grand totals within your data range. Users can also collapse or expand to view the data. Conditional formatting does just what the name implies. First, we set a certain criterion for a data range. Then we define the formatting characteristics. Excel will apply the formatting to the cells that match your criterion.

By the end of this class attendees will have the understanding of how to sort, use subtotals, find, and filter data.

Lessons include the following:

- Perform single and multi-level sorts
- Create subtotals
- Remove subtotals
- Create nested subtotals
- Find data using the find feature
- Use the filter
- Use multiple filter criteria
- Clear filters
- Work with Conditional formatting (*Optional Lesson*)