Sylbert
CRÉATEUR D'EFFICACITÉ

EXE-202

Learn how to use Excel to manage your data lists efficiently

Objectives

With this training, you will be able to:
- Organize your data lists better and faster
- Avoid input errors through data validation (drop-down list, etc.)
- Use simple or custom sorting and standard or advanced filters
- Display and group the main data of a table (Outline)

Practical information

Duration	3 hours
Level	Intermediate
Number of participants	7 participants
Languages available	English - French

Prerequisites

Have completed Workshops EXE-101 and EXE-102 or knowledge equivalent.

Target audience

Managers and administrative staff

Content

1-Designing a Data List
- Enter the name of the data list fields
- Enter data list records

2-Use Data Validation
- Use and modify the validation criteria
- Input message
- Error Alert
- Delete a validation

3-Sort data
- Simple and Multiple Sorting

4-Filter the data
- Automatic filter, Filter by criteria, Customized automatic filter
- Display all records in a Field, view all data list records
- Name the data list
- Use slicers to filter a table
- Filter the list to another location
- Manage all the DB functions

5- Manage Views
- Create and use a custom view
- Delete a view
- Create and use individual Sheet Views in a co-editing M365 context

6- Create, use, and customize Outlines
- Outline the data manually
- Outline the data automatically
- Show and hide outline details
- Remove an Outline

7- Subtotal control
- Create a subtotal
- SUBTOTAL function

Included with your training

Complete manual with step-by-step explanations

Exercise worksheets seen in class

Training Certificate

Recognition Badge that you can share on your LinkedIn page

Post-training follow-up offered for 6 months