



Excel to New Heights: Managing Data by Sorting and Filtering

Excel webinar invitation!

We are excited to offer you an interactive micro-learning webinar that will provide advanced knowledge in Excel related to sorting and filtering of data ranges.

The following questions are explored:

- How to sort a range of data to change the order in which it displays?
- The difference between sorting a single column and multiple columns?
- How to filter data to limit records displayed?

Who should attend?

All team members interested in expanding their ability to use Excel are welcome!

Webinar date and time.

Tuesday, October 12, 2 to 3 p.m.

Register through I-Learn by browsing for: **CET3454 Excel to New Heights: Managing data by sorting and filtering.** After registering, you will receive a confirmation email with further details for accessing the webinar.



Objectives

The information shared in this course will help you use Excel to:

- Describe how to sort a range of data to change the order.
- Discuss the difference between sorting a single column and multiple columns.
- Explain how to filter data to limit records displayed.

Webinar access instructions

Access instructions will be provided in your confirmation email from I-Learn after you register for the webinar.