



# 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.

Would you be interested in:

- 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.

Monday, November 11, 10 a.m. to 11 a.m.

Register through I-Learn by browsing for: **z3454 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.