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Mastering Excel: Filter, Combine, and Separate Data and the Match Formula [1]

The purpose of the Mastering Excel: Filter, Combine, and Separate Data and the Match Formula course is to provide participants with a comprehensive understanding of formulas and techniques to efficiently manage data in Excel and visualize this data in charts and dashboards. Specifically, this class covers filtering ranges, freezing panes, combining and separating data, and the Match formula.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Internet Based

Instructor:

Recommended CPE Credit: 2.0 Hours

Field of Study: Computer Software and Applications

Course Objectives:

At the end of the course, participants will be able to:

- Filter ranges by multiple sorting criteria
- Separate out a subset of data from one column into a new column
- Freeze columns and rows to keep certain values visible
- Combine data in several columns into one column
- Use the Subtotal formula to subtotal filtered values in a range
- Use the Match formula to identify values in one range that are missing in another range

Program Policies [2]

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