Mindluster Platform

About the course Excel filters basics for beginners

Excel filters basics course, in this course we will learn about the Excel filters basics, a vital skill for efficiently managing and analyzing large datasets. Excel filters are powerful tools that allow you to quickly display only the data that meets certain criteria, making it easier to focus on specific information and perform detailed analysis. We will start by understanding how to apply basic filters to columns, using the built-in filter buttons to sort and view data selectively. You will learn how to use text, number, and date filters to refine your data views. Additionally, we will cover advanced filtering options, such as using custom filters and employing the filter function for more complex scenarios. Through practical examples and hands-on exercises, you'll gain the ability to filter data dynamically, improving your productivity and decision-making processes. By the end of this course, you will be proficient in using Excel filters to streamline your workflow, ensuring that you can quickly find and analyze the information you need from large datasets, and present your findings effectively. This course is ideal for anyone looking to enhance their data management skills and make their Excel tasks more efficient and impactful.

Computer Softwares Category's Courses

Course Lesson(33)

Lesson 1 : **Excel Tutorial for Beginners Excel Made Easy**

Lesson 2 : **Excel Cell Reference Absolute Relative or Mixed**

Lesson 3 : **How Familiar Are You With Excel Cell Modes Ready Enter Point Edit**

Lesson 4 : **Excel Filter Basics for quick data analysis**

Lesson 5 : **Advanced Filter Excel And Or Between Conditions for Criteria Range**

Lesson 6 : **Excel Sort Data by Value Color Icon Own List How to Unsort**

Lesson 7 : **Create SMART Drop Down Lists in Excel with Data Validation**

Lesson 8 : **Excel Custom Data Validation Use formulas to check for text numbers length**

Lesson 9 : **How to Change a Theme and Make it the Default in Excel**

Lesson 10 : **Excel Header Footer Quickly Copy to other Sheets**

Lesson 11 : **How to Add Notes in Excel Shortcut Keys Customize Background More**

Lesson 12 : **Calculate Percentage in Excel the Right Way Change Amount after increase**

Lesson 13 : **Find or Replace Text and Numbers in Excel surprising features**

Lesson 14 : **Easily Change CASE of Text in Excel 3 ways including NO Formulas**

Lesson 15 : **Lock Cells Protect Excel Worksheet EVEN by Cell Color**

Lesson 16 : **How to Properly Print an Excel File Printing Problems Solved**

Lesson 17 : **Properly Print a Large Spreadsheet on Multiple Pages in Excel Repeat Headers**

Lesson 18 : **Excel VLOOKUP Basics of VLOOKUP and HLOOKUP explained with examples**

Lesson 19 : **Excel Formulas and Functions You NEED to KNOW**

Lesson 20 : **How to ACE Excel Interview Questions Based on YOUR feedback by Position**

Lesson 21 : **How to Add Text to the Beginning of Values in Excel Includes a Hidden Trick**

Lesson 22 : **Should You Upgrade to Office 2021 Excel Users MUST Watch**

Lesson 23 : **What s on My Quick Access Toolbar in Excel You ll Probably be Surprised**

Lesson 24 : **Easily Combine Text Numbers into ONE Cell in Excel NO CONCATENATE**

Lesson 25 : **7 Things You re Doing WRONGin Excel**

Lesson 26 : **Most Common Excel Errors ï¸âƒ£ and How To Fix Them Avoid Broken Formulas**

Lesson 27 : **New Excel TEXTSPLIT Function to Separate words with Ease includes cool tips**

Lesson 28 : **Important Excel Settings You Need to Review NOW**

Lesson 29 : **How to use Analyze Data in Excel AI Creates Pivot Tables and Charts**

Lesson 30 : **How to Find Duplicates in Excel Highlight Duplicates If You Need To**

Lesson 31 : **How to PROPERLY Convert Excel to PDF**

Lesson 32 : **Excel Time Savers 5 Hidden Features for Busy People**

Lesson 33 : **How to Use VLOOKUP in Excel free file included**

Related courses

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