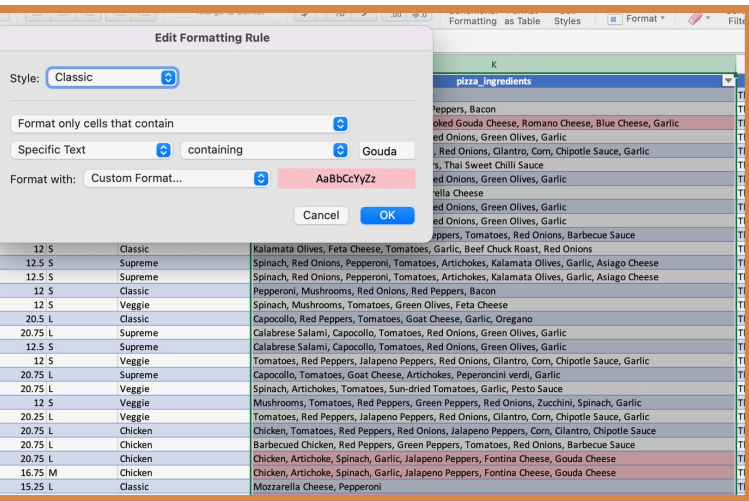
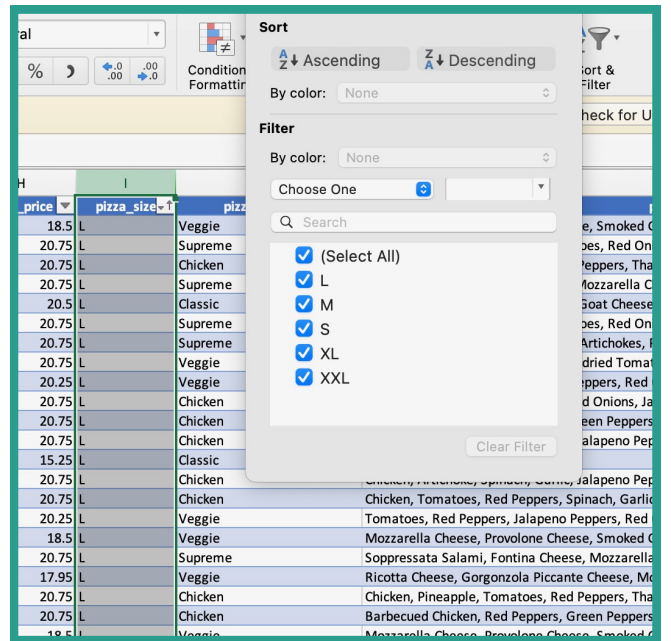


5 Microsoft Excel: Tasks I can do for YOU

1 Filter

Filtering data allows for easier analysis of business data. When a filter is placed, it shows only the rows that meet the filtered criteria. This data can then be copied, formatted, printed, etc. more efficiently and in a timely manner.

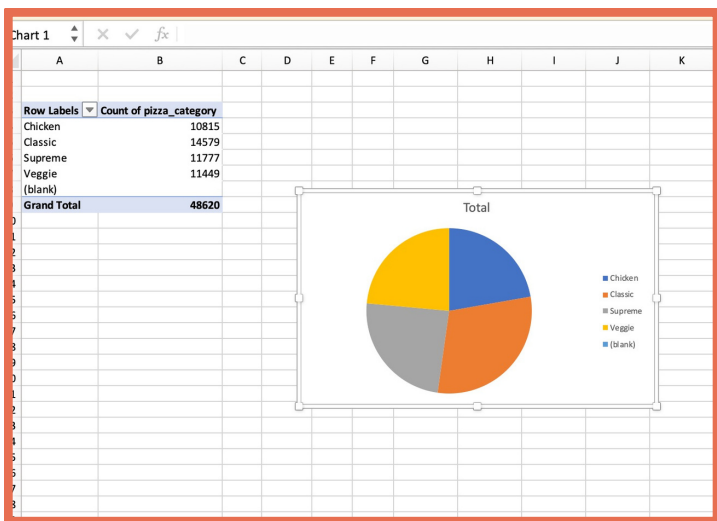
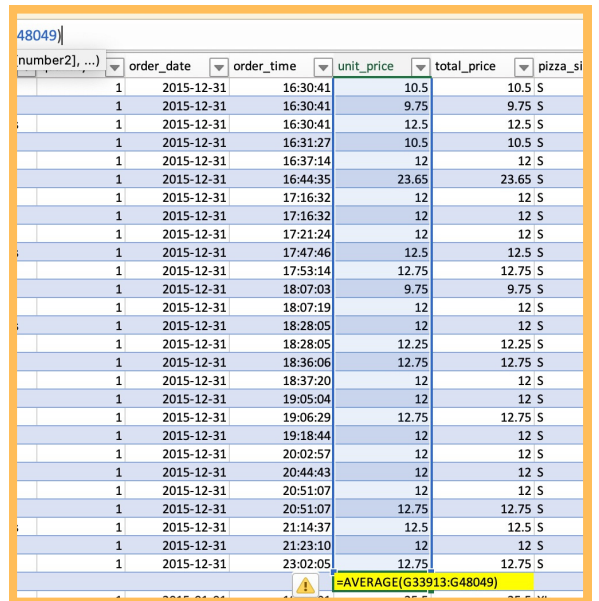


2 Conditional Formatting

Conditional formatting allows cells to be highlighted based on a specific criteria(s) that is made. This differentiates data, making recognition and analysis easier.

3 Formulas

Formulas enable the ability to perform mathematical functions in a timely and efficient way. Formulas can be used to find values such as the total, average, minimum or maximum value of the data.



4 Charts & Graphs

Charts and graphs take the data or information within a business and turn it into valuable and informative visualizations.

5 Pivot: Tables & Graphs

Pivot tables and graphs are great tools to analyze and display results of large data sets. They provide a detailed analysis of the information and can help to answer any questions about the data.

