GS Course Outline:

Excel:
Excel is used to organize lists of information, perform calculations, 0analyze and visually graph data.

Objective:
- Learn how to set-up an **Excel** Worksheet as a Dataset. Become comfortable managing Data using tools to Sort, Auto-Filter select data, Find Unique records, and see how to set-up and apply a Custom Find using a search criteria reference grid.

Prerequisite:
Basic Windows, Keyboarding and Mouse skills. Excel All-in-One GS Course Outline *or* previous experience using Excel plus access to a computer with Microsoft Excel software.

Duration:
1 hour

Cost:
$129.00 + HST (13%)

Topics:
1. Dataset Basics
2. Column Labels
3. Row Content
4. Sorting
5. Auto Filter
6. Custom Sorting
7. Advanced Find
8. Sort by Criteria

Practice Lesson:

Rides-R-Us First Quarter Sales Dataset

	A	B	C	D	E	F	G	H
1	BUS	BUSINESS NAME	PRC	REGION	SERVICE DESCRIPTIO	SERVICE TY	AMOU	MONTH
5	19	Bill & Sons On Time Deliveries	MB	Prairies	Small Delivery	Delivery	3.00	3
12	19	Bill & Sons On Time Deliveries	NS	Atlantic	Small Delivery	Delivery	3.00	3
13	12	Top League Professional Drivers	ON	Ontario	Small Ride	Ride	3.00	3
14	5	ABC Express	AB	Prairies	Small Delivery	Delivery	4.00	3
15	5	ABC Express	AB	Prairies	Small Delivery	Delivery	4.00	3
16	5	ABC Express	AB	Prairies	Small Delivery	Delivery	4.00	3
17	5	ABC Express	NB	Atlantic	Small Delivery	Delivery	4.00	3
18	5	ABC Express	ON	Ontario	Small Delivery	Delivery	4.00	3
19	12	Top League Professional Drivers	AB	Prairies	Small Ride	Ride	4.00	3
20	7	Best Taxi Service	ON	Ontario	Small Ride	Ride	4.00	3
21	19	Bill & Sons On Time Deliveries	QC	Quebec	Small Delivery	Delivery	5.00	3
22	5	ABC Express	MB	Prairies	Small Delivery	Delivery	5.00	3
23	5	ABC Express	NB	Atlantic	Small Delivery	Delivery	5.00	3
24	5	ABC Express	NB	Atlantic	Small Delivery	Delivery	5.00	3
25	5	ABC Express	NB	Atlantic	Small Delivery	Delivery	5.00	3
26	17	Tony's Ride	NB	Atlantic	Small Delivery	Delivery	5.00	3
27	19	Bill & Sons On Time Deliveries	QC	Quebec	Small Delivery	Delivery	5.00	3
28	12	Top League Professional Drivers	PE	Atlantic	Small Ride	Ride	5.00	3
29	12	Top League Professional Drivers	PE	Atlantic	Small Ride	Ride	5.00	3
30	7	Best Taxi Service	AB	Prairies	Small Ride	Ride	5.00	3
31	15	A Grand Ride Experience	AB	Prairies	Small Ride	Ride	5.00	3

Owner, Course Author and Instructor: **|** Gloria Smith
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Or Visit the GS Bookings Calendar
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2024