



MS Excel Filters

Who Should Attend This Clinic: This will be beneficial for individuals who use MS Excel for working with data lists and MS Excel databases. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Excel 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Clinic Content:

- Basic rules of database/list setup
- AutoFilter – including custom filter logical choices
- Custom views for filter settings
- Use of the subtotal function with filtered lists

Other Courses Which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Lookups
- Word
 - Working with Mail Merge
 - Working with Legal Documents
 - Working with Large Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Mail Merge
 - Creating Flyers