

Module 4 – Working with Data:

Summary & Takeaways

Key Skills

- **Insert, Delete & Hide Rows/Columns**

Organize your worksheet efficiently by adding, removing, or hiding data you don't need to see.

- **Find & Replace**

Quickly locate values and replace them without manual searching.

- **Sorting**

Arrange data alphabetically, numerically, or by custom criteria.

- **Filtering**

Display only the rows you need, based on specific conditions.

Takeaway:

Module 4 equips you with the **essential Excel tools to manage, organize, and analyze data quickly and effectively.**

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