

Excel Skills for Business:
Essentials

Macquarie University

Overview

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Grades

Notes

Discussion Forums

Messages

Course Info

Week 4

Excel Skills for Business: Essentials

Week 4

Discuss this week's modules here.
1334 threads · Last post 2 days ago

Go to forum

Working with Data



This module is all about working with data – and making it easy to work with. This week you will learn how you can manage your spreadsheets – find data with Filter and Sort, retrieve and change data using Find and Replace, and use Conditional Formatting to highlight specific data.

Less

Learning Objectives

- Manage rows, columns and worksheets
- Identify, retrieve and change data in spreadsheets
- Explain how to operate Conditional Formatting in Excel
- Use the conditional formatting tool to highlight specific data

Less

Scenario: Working with Data

Video: Week 4 Introduction 1 min

Resume

Video: Week 4 Discussion 3 min

Practice Videos and Challenges

Reading: Download the Week 4 workbooks 5 min

Video: Practice Video: Managing Rows and Columns 4 min

Practice Quiz: Managing Rows and Columns 3 questions

Video: Practice Video: Find and Replace 3 min

Practice Quiz: Find and Replace 3 questions

Video: Practice Video: Filtering 6 min

Practice Quiz: Filtering 4 questions

Video: Practice Video: Sorting 3 min

Practice Quiz: Sorting 4 questions


Video: Practice Video: Conditional Formatting 5 min

Practice Quiz: Conditional Formatting 3 questions

Video: Week 4 Wrap-up 1 min


Reading: Week 4: Practice Challenge 30 min

Toolbox

 **Reading:** Week 4: Keyboard Shortcuts, Terminology, and Ninja Tips 25 min

 **Video:** Accessibility 5 min

Assessment

 **Quiz:** Working with Data: Test your skills 12 questions Due May 31, 1:59 AM CDT

