Elementary MS Excel Portfolio

By Nkem

Tech Dynasty Services

Empowering Tech Talents & Digitizing Business Processes

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CONTENT

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6. SORTING AND FILTERS
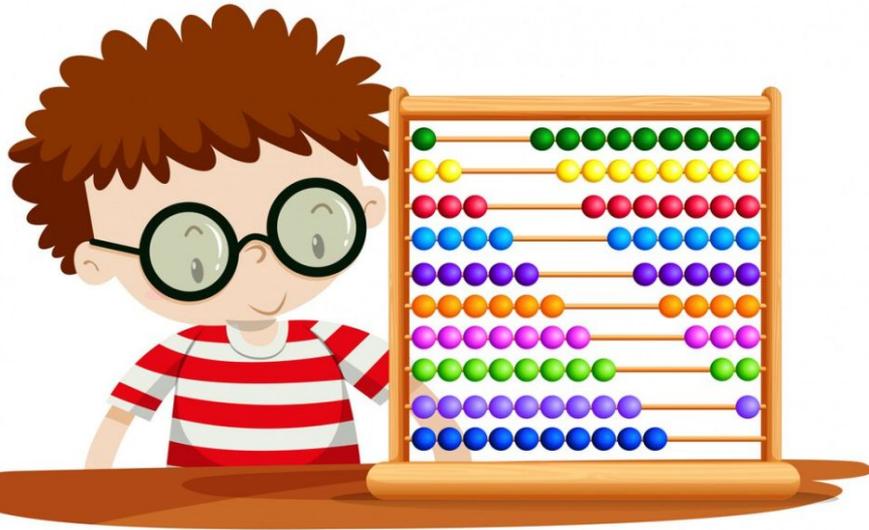
Imagine you have a big box of toys, all mixed up. Sorting is like putting those toys in neat piles. In Excel, it's organizing your data!

Filtering, Imagine you only want to play with cars. You put the strainer over the toy box and only the cars fall through! In Excel, you can filter your data to show only what you want to see.

Thank You!

By Nkem