

## **BASIC DATA MANIPULATION**

This course covers the fundamentals of data manipulation in Excel. We'll look at how to navigate across cells in a spreadsheet.

For example, how to travel from the top of a column to the bottom of that column. How to Format Cells How to arrange different columns in a spreadsheet. How to add levels to the sorting. How to conceal some columns so that they are not visible, and how to unhide them.