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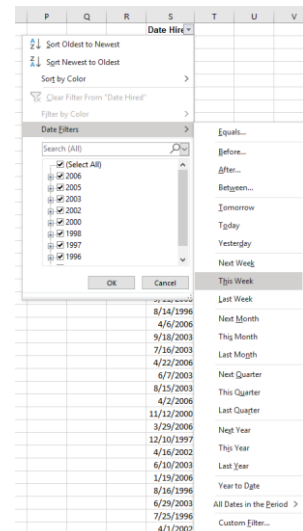
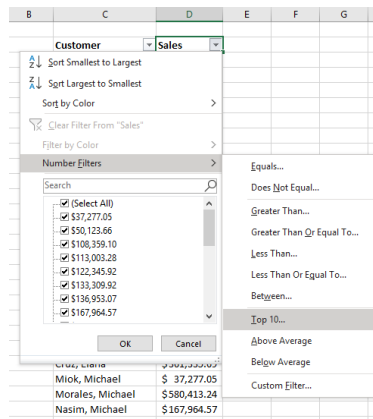
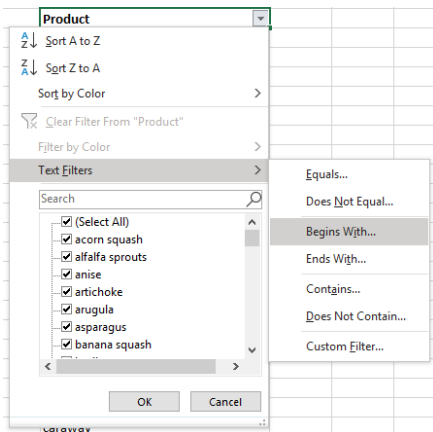
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Launch Tip of the Month May 2020

There are many ways to filter information in an Excel database or list. Text, Number, and Date filters are especially useful but often overlooked. They're perfect if you want to find products that begin with certain letters, your top 10 customers, or deliveries scheduled for this week.



1. Click inside a database (list) and select Data-Filter  or press Ctrl+Shift+L.
2. Excel analyzes your data and provides the appropriate filter for each column in your list!



Want to learn more about Excel Databases? Launch offers a three-hour instructor-led class at your site or an instructor-led webinar that teaches you all the tricks you need to work effortlessly with lists of information.

Featured Course: Working with Microsoft Excel Databases

- Creating PivotTables and PivotCharts with Slicers
- Sorting and Filtering
- Creating Tables
- Using Database Functions

Visit <https://www.launchtraining.com/outlines-1> to view all of our class outlines.