

Course Outline & Learning Options

EXL-103 – Working Efficiently with Data

Course Information

Course Title	Working Efficiently with Data
Course Number	EXL-103
Learning Series	100 – Excel Essentials
Prerequisites	Basic computer skills; comfort using a keyboard and mouse; ability to create and save Excel workbooks; understanding of rows, columns, cells, and worksheets; completion of EXL-101 and EXL-102 or equivalent knowledge.
Duration	Self-study: 1.5–2 hours; instructor-led workshop: 2.5–3 hours
Delivery Formats	• Self-study • Instructor-led training • Virtual training • One-on-one coaching
Languages	English, French, or bilingual delivery available
Pricing	Please refer to the current MCT Learning Options & Pricing Guide for details.
Author	Camylle Tremblay

Practical Skills You'll Gain

Participants will learn practical Excel 365 techniques for organizing, searching, sorting, filtering, and analyzing data-intensive worksheets such as customer lists, tenant records, inventory databases, employee directories, project trackers, mailing lists, property management records, and business contacts.

Course Description

Efficient data management is essential for maintaining accurate records, improving productivity, and making informed decisions. This course introduces Excel 365 tools and techniques that help users organize, manage, search, sort, and analyze information more effectively.

Through guided demonstrations and practical exercises, participants will copy, move, and fill data efficiently; use Flash Fill and Find and Replace; apply sorting and filtering tools; convert data ranges into Excel Tables; and explore structured table references and the Quick Analysis Tool.

Learning Outcomes

By the end of this course, participants will be able to organize and analyze worksheet data more efficiently using Excel Tables, sorting, filtering, Find and Replace, Flash Fill, AutoFill, and the Quick Analysis Tool.

This course is ideal for learners who already understand basic spreadsheet concepts and want to work more confidently with lists, records, and growing data sets.

Learning Objectives

By the end of this course, participants will be able to:

- Use Copy, Cut, Paste, and Paste Special to manage worksheet data efficiently.
- Use Fill Handle, AutoFill, and Flash Fill to automate data entry tasks.
- Find, replace, and update information within worksheets.
- Sort and filter data using single-level, multi-level, and criteria-based techniques.
- Create and manage Excel Tables, including structured table references and Total Row options.
- Use the Quick Analysis Tool to summarize information and identify patterns.

Who Should Attend?

This course is designed for:

- Administrative and office support professionals
- Receptionists and customer service staff
- Small business owners and entrepreneurs
- Property managers and real estate professionals
- Accounting support staff, HR, and payroll personnel
- Students, job seekers, and lifelong learners building workplace Excel skills
- Anyone who works with lists, records, or databases in Excel

Whether you're managing a household budget, organizing information, tracking expenses, creating reports, or building workplace skills, this practical, hands-on course will help you use Microsoft Excel with greater confidence and efficiency.

Customization Options

- Duration may be adjusted to meet client needs.
- Content may be customized for the audience, setting, and learning goals.
- Additional demonstrations may be included.
- Industry-specific examples may be added.
- English, French, or bilingual delivery is available.
- Printed participant guides and reference materials are available.
- Follow-up coaching and additional workshops are available.

Learning Activities

Participants will:

- Practice moving, copying, and updating worksheet data using multiple methods.
- Complete a client contact list using AutoFill, Flash Fill, Find and Replace, sorting, and filtering.
- Convert a worksheet into an Excel Table and use the Quick Analysis Tool to summarize data.

Module Breakdown

Module 1 – Copying and Moving Data

Time: 15 minutes

Key Topics:

- Copy, Cut, Paste, and Paste Special
- Moving data between worksheets
- Copying formats versus values and productivity tips

Module 2 – Automating Data Entry

Time: 20 minutes

Key Topics:

- Fill Handle and AutoFill
- Flash Fill and data patterns
- Filling dates, sequences, and common AutoFill techniques

Module 3 – Finding and Replacing Information

Time: 15 minutes

Key Topics:

- Find, Find All, and Replace
- Searching worksheets and workbooks
- Advanced Find options

Module 4 – Sorting Data

Time: 20 minutes

Key Topics:

- Ascending and descending sorts for text, numbers, and dates
- Multi-level sorting
- Custom sorting options

Module 5 – Filtering Data

Time: 15 minutes

Key Topics:

- Applying and removing filters
- Filtering text, numbers, and dates
- Using multiple filter criteria

Module 6 – Working with Excel Tables

Time: 20 minutes

Key Topics:

- Creating Excel Tables and using Table Design tools
- Excel Table styles, structured table references, and Total Row
- Expanding and managing Excel Table data

Module 7 – Quick Analysis and Data Insights

Time: 15 minutes

Key Topics:

- Quick Analysis Tool and data summaries
- Conditional formatting recommendations and charts
- Recommended Charts, data trends, and patterns

Digital Resources Included

Participants receive the following digital learning resources to support learning during and after the course:

- Digital Participant Guide
- Step-by-Step Exercise Workbook
- Practice Files
- Completed Exercise Files
- Excel Quick Reference Guide
- Keyboard Shortcut Reference Guide
- Certificate of Participation (optional)

Note

Optional Materials

- Printed Participant Guide
- Printed Exercise Workbook
- Laminated Excel Quick Reference Guide
- Laminated Keyboard Shortcut Reference Guide

Upon Completion

Upon successful completion, participants will have the knowledge and confidence to organize, manage, and analyze data efficiently using Excel 365. They will be prepared to continue with formulas, functions, reporting, analysis, and dashboard development.

Responsible Use

Participants are encouraged to apply Excel data-management tools carefully, verify information before making business decisions, and protect confidential or sensitive data when working with client, employee, tenant, financial, or organizational records.

After This Course

Participants may wish to continue their learning with:

- EXL-201 – Formula Fundamentals
- EXL-202 – Essential Functions
- EXL-203 – Logical and Lookup Functions
- EXL-301 – Data Analysis and Visualization

Ready to Build Your Excel Skills?

Organize, manage, and analyze everyday Excel data more efficiently and with greater confidence. **EXL-103** can be delivered as a self-study course, instructor-led workshop, virtual session, or personalized coaching experience.

- Request a free consultation to discuss your training goals.
- Ask about customized examples using your industry or workplace scenarios.
- Choose English, French, or bilingual delivery.
- Book a session for individuals, small groups, or workplace teams.

Contact MCT Office Services today to plan practical Excel training that fits your needs.

About MCT Office Services



**Helping you work more efficiently, stay organized,
and use technology with confidence.**

MCT Office Services provides friendly, patient, and practical support for individuals, seniors, community groups, and small businesses that need help with technology, paperwork, organization, and digital learning.

- Technology support and troubleshooting
- Forms, paperwork, and online applications
- Document creation, formatting, and organization.
- Guidance with digital tools, including beginner-friendly AI support.
- Administrative and organizational support
- One-on-one coaching and small-group workshops

No memberships. No contracts.

Just practical help when you need it.

Camylle Tremblay MCT Office Services Orléans, Ontario	Questions? Contact MCT Office Services for a free consultation.	Email: admin@mctofficeservices.com Phone: (343) 887-6701 Web: www.mctofficeservices.ca
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