

# Excel for Lawyers

## Core Skills Essential for Efficient Data Management

### Summary

This hands-on course is an intensive program that will provide participants with Excel “Power User” techniques. The course is focused on the pertinent Excel tools that are required in a legal environment to efficiently analyze and manipulate data and to create compelling data analysis.

The course is designed for professionals with some working knowledge of Excel. More experienced users will have the opportunity to explore more advanced topics.

Assignments, handouts and examples will be used throughout the session.



#### Prerequisites

None.



#### Timing

This course requires 8 hours.

### Learning Topics

#### 1. Foundational Skills

- ✓ Navigation & Keyboard Shortcuts:
  - Employ essential speed tips for navigation, formatting and function controls in Excel
- ✓ Data Analysis
  - Use numerous built-in Excel functions to interpret and manipulate data
  - Use Excel’s filters in conjunction with specific arithmetic functions to summarize large volumes of data
- ✓ Lookup Functions
  - Use a variety of intermediate and advanced Lookup functions, such as Vlookup, to efficiently extract specific information

#### 2. Intermediate Skills

- ✓ Managing Text
  - Use powerful Text functions to manipulate non-numeric variables
  - Convert non-recognizable values into useable numbers with the use of Text functions
- ✓ Pivot Tables
  - Become proficient with Pivot Tables, one of the most powerful tools in Excel, to quickly analyze large quantities of data
- ✓ Dates & Time
  - Learn how dates and times are calculated and manipulated in Excel
- ✓ Conditional Formatting