

EXCEL 2010/2013/2016

LEVEL 3 DATA LIST MANAGEMENT

1-day course

Course Code: S153D

WHO SHOULD ATTEND?

This course is intended for participants who are familiar with Microsoft Office Excel.

PREREQUISITES

Microsoft Office Excel Level 2 or equivalent knowledge.

COURSE OBJECTIVES

Upon completion of the course, participants will be able to accomplish the following:

- Create and use Excel tables, as well as add, edit, search for, and delete records in a data list using a form, as well as look up data
- Sort records in a data list using a variety of methods
- Filter data in a list using a variety of methods, as well as work with filtered data
- Create and work with subtotalled lists, as well as use various database functions to summarize data
- Create, modify, and work with PivotTables, PivotCharts, and Slicers
- Import external data from a variety of sources into Excel

COURSE CONTENT

MAINTAINING DATA LISTS

Data List and Excel Table Concepts; Using Data Forms; Using Lookup Tables

SORTING LISTS

Sorting Concepts; Sorting Lists; Custom Sort Orders

FILTERING LISTS

Filtering Concepts; Using AutoFilter; Using Advanced Filter; Working with Filtered Data

SUMMARIZING DATA

Automatic Subtotals; Working with Subtotalled Lists; Using Functions to Summarize Data

PIVOTTABLES

PivotTable Concepts; Creating PivotTables; Modifying PivotTable Layouts; Working with PivotTables; PivotCharts; Slicers

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EXTERNAL DATA

External Data Concepts; Importing Query Data from Access; Importing Query Data from Web Pages; Importing Query Data from Text Files