2016, 2019

Microsoft Excel Level 3: Data Management   1 Day

Learn how to manage your data in Excel using forms, filters, database functions, PivotTables, PivotCharts and Slicers.

LEARNING OBJECTIVES

At the end of this course, you will be able to:

- 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

WHO SHOULD ATTEND

- Users familiar with Microsoft Excel 2016

PREREQUISITES

The learners are expected to be familiar with concepts covered in MS Excel Level 2

MATERIALS AND FEES

Course materials will be provided to each learner. Required Software: MS Excel 2016 or MS Excel 2019 required (not included with course materials). MS Excel 2013 or earlier not supported. This course does not support Mac computers.

COURSE OUTLINE

Maintaining Data

- 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

Working with PivotTables

- PivotTable Concepts
- Creating PivotTables,
- Modifying PivotTable Layouts
- Working with PivotTables
- PivotCharts
- Slicers

Working with External Data

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

Algonquin College Professional Training specializes in industry-focused training solutions that equip employees with the knowledge, skills and expertise needed to succeed in their day-to-day work, to advance in their careers and to build organizational capacity.

HOW TO REGISTER

CALL   1.833.282.6852
EMAIL   training@algonquincollege.com
ONLINE   acprofessionaltraining.com

ALGONQUIN COLLEGE | Professional Training