



MICROSOFT EXCEL: DATABASE MANAGEMENT AND ANALYSIS

COURSE DURATION: 1 DAY

PREREQUISITES: EXCEL INTERMEDIATE

Working with Databases

- Defining Database Components
- Adding Database Components
- Modifying Database Records

Sorting Database Data

- Sorting Records from Top to Bottom
- Sorting Field Data from Left to Right
- Sorting by Four or More Columns
- Specifying Custom Sort Orders

Using Database Functions

- Using the DAVERAGE Function
- Using the DCOUNT and DSUM Functions
- Using the DMIN and DMAX Functions
- Using the VLOOKUP Function

Using Filters and Queries

- Using the AutoFilter Feature
- Using the Advanced Filter Feature
- Extracting Data
- Working with Extracted Data
- Querying an External Database
- Working with Queried Data

Using Automated Features

- Using the Automatic Subtotals Feature
- Using Conditional Formatting
- Using the AutoFormat Feature

Using Pivot Tables

- Creating PivotTables
- Editing PivotTables
- Using PivotTable AutoFormat
- Changing PivotTable Field Names and Functions
- Formatting Numbers in PivotTable Fields

Modifying PivotTable Data

- Deleting PivotTable Data
- Displaying and Hiding PivotTable Data
- Refreshing PivotTable Data
- Sorting PivotTable Data
- Using the GETPIVOTDATA Function

Using Advanced Data Analysis to Audit Worksheets

- Tracing Precedents, Dependents, and Errors
- Removing Arrows
- Finding Cells with Specific Characteristics or Entries
- Using the Goal Seek Feature
- Using the Solver Feature

Working with Scenarios

- Creating Scenarios
- Displaying Scenarios
- Editing and Deleting Scenarios
- Protecting Scenarios
- Creating Scenario Summary Reports

Creating Reports

- Creating Custom Reports
- Printing Custom Reports
- Creating PivotChart Reports