

Excel 2003 Level 3 - Data List Management

1-day course
Course code: S133D

Who should attend? This course is intended for participants who are familiar with Excel 2003.

Prerequisites Excel 2003 - Level 2

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

- 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 subtotaled lists, as well as use various database functions to summarize data
- Create, modify, and work with PivotTables and Pivot Charts
- Start MS Query, define a data source and add a table to the query window, as well as add and manage fields in the data pane, return data to Excel, and import data from Web pages
- Import text files using the Text Import wizard

Course Content

Maintaining Data Lists

Data List 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 Subtotaled Lists; Using Functions to Summarize Data; Working with Lists;

PivotTables

PivotTable Concepts; Creating PivotTables; Modifying PivotTable Layouts; Working with PivotTables; Additional PivotTable Information; Pivot Charts ;

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Using MS Query to Retrieve Data

Overview; Starting Query from Excel; Defining the Data Source; Query Wizard; Returning Data to Excel; Microsoft Query; Refreshing Data from a Query; Importing Query Data from Web Pages;

Supplemental Topics

Data Parsing;