

Excel 2010 Level 3 – Data List Management

1-day course
Course Code: S103D

Who should attend? This course is intended for participants who are familiar with Microsoft Office Excel 2010.

Prerequisites Microsoft Office Excel 2010 - Level 2

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 subtalled lists, as well as use various database functions to summarize data
 - Create, modify, and work with PivotTables and PivotCharts and Slicers
 - Import external data from a variety of sources into Excel
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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

External Data

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