

Excel is an excellent tool for data management. This class is designed for people who use Excel in their daily work and need to improve their database skills. This course will focus on Excel databases and the most popular data extract methods. You will learn the pit falls to avoid when designing an Excel database and the many options for extracting data.

Prerequisites

The student must be a current Excel user and have taken at least the Fundamentals and Intermediate Excel or have equivalent experience.

Outline

Excel Spreadsheet and Database Design

- Designing Databases in Excel
- Using Name Ranges in Databases

Sorting

- Sorting
- Sorting list with more than 3 criteria
- Sorting with Custom Lists

Pivot Tables and Charts

- Construction of Pivot Tables
- Understanding pivot table data requirements
- Pivot table data sources and management
- Field settings
- Advance Data Field Options
- Grouping Data – Month – Qtr -Year
- Sorting and showing Top 10
- Pivot Formatting Limitations
- Using the GETPIVOTDATA function
- Drilling down in pivot tables
- Creating Formulas columns
- Creating Pivot Charts
- Construction Pivot Tables from multiple ranges

Subtotal Reports

- Data Layout Design Requirements
- Single Subtotal Report
- Subtotals within Subtotal Report
- Formatting Subtotal Reports

Filters

- Autofilter
- Using SUBTOTAL functions with Autofilter
- Advanced filter
- Advanced filter criteria examples

Functions for Data Extraction

- VLOOKUP
- LOOKUP
- IFSUM and IFCOUNT
- Creating an IFAVERAGE type function
- INDEX
- MATCH
- Database

Data Consolidation Command

Data Form Command

Dynamic Range Names

Aids in Building Databases
