



Creating and Analyzing Database Using Microsoft Excel 2002

Course Aims

This in-depth one-day course introduces Microsoft Excel 2002/2003 users to the advanced features in creating and analyzing databases. Participants will learn how to sort and manage data in lists; filter and query data; use outlines on worksheets, lookup and database functions. Participants will also learn thoroughly how to analyze and evaluate the information in databases by creating pivot table and pivot charts.

Pre-requisites

An advanced user of Microsoft Excel 2002 or 2000 for at least 1 year

Level	Duration	Time
Advanced	1 Day / 8 Hours	9:00 am to 6:00 pm

Module 1. Managing Data

- Sorting in Ascending/Descending Order
- Finding Data
- Replacing Data
- Finding and Replacing Cell Formats
- Managing Data
- Using the Auto Fill Feature
- Labs - Using the Auto Fill Feature

Module 2. Working with Data Series

- Using Data Entry Shortcuts
- Using the Auto Fill Feature
- Creating a Linear Series
- Creating a Date Series
- Using a Stop Value
- Creating a Growth Trend Series
- Labs - Working with Data Series

Module 3. Working with Databases

- Creating a Database
- Modifying a Database
- Sorting Records by Multiple Fields
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation
- Creating Subtotals in a List
- Removing Subtotals from a List
- Labs - Working with Databases

Module 4. Working with the Data Form

- Viewing the Data Form
- Viewing Data Form Records
- Editing Data Form Records
- Adding Data Form Records
- Defining Criteria
- Clearing Data Form Criteria
- Deleting Data Form Records
- Labs - Working with the Data Form

Module 5. Using AutoFilter

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter
- Labs - Using AutoFilter

Module 6. Working with Advanced Filters

- Creating a Criteria Range
- Using a Criteria Range

- Showing All Records
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Copying Filtered Records
- Using Database Functions
- Labs - Working with Advanced Filters

Module 7. Exporting and Importing Data

- Exporting Data to Other Applications
- Exporting to XML
- Importing Data from Text Files
- Changing External Data Range Properties
- Importing Data from Other Applications
- Removing the Query Definition
- Importing Dynamic Data from the Web
- Copying a Table from a Web Page
- Labs - Exporting and Importing Data

Module 8. Creating/Revising PivotTables

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Page Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating a Page Field Report
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web
- Adding Fields to a PivotTable - Browser
- Using a PivotTable List
- Labs - Creating/Revising PivotTables

Module 9. Using New List Features (Optional - Excel 2003)

- Creating a List
- Sorting and Filtering a List
- Using the List Menu
- Using the Insert Row
- Creating a Total Row
- Publishing a List to a SharePoint Site
- Using the SharePoint Datasheet View
- Synchronizing a List
- Labs - Using New List Features