



Creating and Analyzing Database Using Microsoft Excel 2007 & 2010

Course Aims

This in-depth one-day course introduces Microsoft Excel 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; apply lookup and database functions. Participants will also learn how to analyze and evaluate the information in databases by creating pivot table and pivot charts.

Pre-requisites

An advanced user of Microsoft Excel for at least 1 year.

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

Module 1. 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
- Practice

Module 2. Using AutoFilter

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

Module 3. 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
- Practice

Module 4. Lookup Formulas

- Using VLookup
- Using HLookup
- Practice

Module 5. 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
- Practice

Module 6. 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
- Practice