ZΞPHYΓ

1 day course

Who should attend?

This course is intended for participants who are familiar with Microsoft Excel 2010.

Prerequisites

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

Course Content

Maintaining Data

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