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## Featured Workshop

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# Microsoft Excel 2007 – Level 3 – Data Management

**Start Date:** Wednesday, February 1, 2012

**Course Length:** 1 Day

### Who should attend?

This course is intended for participants who are familiar with Microsoft Office Excel 2007.

### Prerequisites

Microsoft Office Excel 2007 - Level 1

### Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

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

### Course Content

#### Maintaining Data Lists

Data List 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 Subtotaled Lists ; Using Functions to Summarize Data ; Working with Tables ;

#### PivotTables

PivotTable Concepts ; Creating PivotTables ; Modifying PivotTable Layouts ; Working with PivotTables ; PivotCharts ;

CONTINUED...



### External Data

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

### To Register

Call Deb Perreault at Apptius Computer Solutions Inc. Phone: 989-0202 ext. 111 or email: [deb.perreault@apptius.com](mailto:deb.perreault@apptius.com)

### Course Fee

\$ 250.00 plus 5% GST.

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