

Microsoft Excel 2003 – Level 3 – Data Management

Length: 1 day

Who should attend?

This course is intended for participants who are familiar with Microsoft Office Excel 2003.

Prerequisites

Microsoft Office Excel 2003 - Level 2

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 subtotalled lists, as well as use various database functions to summarize data
- Create, modify, and work with PivotTables and PivotCharts
- Start MS Query, define a data source and add a table to the query window, as well as add and manage fields in the data pane, return data to Excel, and import data from Web pages
- Import text files using the Text Import wizard

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 Subtotalled Lists ; Using Functions to Summarize Data ; Working with Lists ;

PivotTables

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

Using MS Query to Retrieve Data

Overview ; Starting Query from Excel ; Defining the Data Source ; Query Wizard ; Returning Data to Excel ; Microsoft Query ; Refreshing Data from a Query ; Importing Query Data from Web Pages ;



Supplemental Topics

Data Parsing ;

