MICROSOFT EXCEL 2016 LEVEL 3 - DATA LIST MANAGEMENT

Course Code: 7005

Learn how to manage data lists using Excel's most popular features.

In this course, you will learn how to manage data lists using Excel's most popular features.

What You'll Learn

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 subtotaled 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

Who Needs to Attend

This course is intended for participants who are familiar with Microsoft Office Excel 2016.

Prerequisites

To ensure your success, we recommend you first take the following course or have equivalent knowledge.

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CLASSROOM LIVE	$355 USD	1 Day

Classroom Live Outline

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 Subtotaled 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

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VIRTUAL CLASSROOM LIVE	$355 USD	1 Day

Virtual Classroom Live Outline

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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.