

# 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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Course Code: 7005

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

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PRIVATE GROUP TRAINING

1 Day

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