

# MICROSOFT EXCEL

## Using the Database Features of Excel

**SUITABLE FOR**

Delegates who wish to be able to use the database facilities within Microsoft Excel.

**AIM OF THE COURSE**

To introduce the database features of Microsoft Excel and provide an opportunity to practice working with those features.

**COURSE CONTENT**

- Sorting Lists
- Using The Outliner To Expand & Collapse Larger Spreadsheets
- Using Pivot Tables & Pivot Charts to Analyse Lists of Data
- Filtering
- Tables
- Advanced Filtering
- Sub Totals
- Conditional Formatting of Lists
- DSUM, DMIN, DMAX, DAVERAGE & DCOUNT Formulae

**FURTHER INFORMATION**

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.