



Microsoft Excel – Managing Databases

(Free manual provided in Adobe PDF format)

Course Objectives

At the end of the course participants will be able to:

- Create databases in Microsoft Excel
- Move about the database and find data
- Do's and Do not's of creating databases in Excel
- Perform calculations on data by using functions and formulas
- Filter a database in Excel
- Work with Pivot Tables and Sub Totals to generate calculations

Course Outline

Rules of Creating a Database

- Elements of a Database
- Create an Excel Database
- Do's
- Don'ts
- Modifying the Database Structure

Database Tools

- Sorting
- Filtering in Excel
- Calculations for Filtered Lists

Calculating your Data

- Subtotals
- Pivot Tables
- Other Features of PivotTables

Pre-requisites

No prerequisites but experience with a keyboard and mouse is desirable.