



Excel 2013 Level 3: Data Management Course Content

Guelph, ON
N1H 6H1
Canada

519.830.6901
info@rcctraining.ca
rcctraining.ca

Course Objectives

- 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 subtotalled 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.

This course is for students desiring to use tables, look-up data in a form, sort, filter and subtotal data as well as work with PivotTables, Pivot Charts and data from External sources.

Course Content:

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 Subtotalled Lists Using Functions to Summarize Data
-------------------------	--

Working with PivotTables	PivotTable Concepts Creating PivotTables Modifying PivotTable Layouts Working with PivotTables PivotCharts Slicers
---------------------------------	---

Working with External Data	External Data Concepts Importing Query Data from Access Importing Query Data from Web Pages Importing Query Data from Text Files
-----------------------------------	---