



Excel 2016 Level 3: Data Management Course Content

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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