



Excel 2019 Level 3: Data Management Course Content

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Course Objectives

- Create and use Excel tables, 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
Importing Text Files using the Import Wizard