

Microsoft Excel Databases - Course Syllabus

Sorting and Filtering Data

Sort Data Lists

Filter Data Lists

Create and Apply Advanced Filters

Calculate with Database Functions

Add Subtotals to a Worksheet

Creating Databases

Understanding Fields and Records

Create Data Validation Rules

Create Input and Error Messages

Using Database Functions

Combining Columns

Splitting Columns

Using database functions

Creating a Pivot Table

Adding Fields to the Pivot Table

Removing Fields from the Pivot Table

Formatting a Pivot Table

Working with a PivotTable

Creating Charts from a Pivot Table

Grouping results within a Pivot Table

Calculating within a Pivot Table

Analysing information within the pivot table

Working with Multiple Workbooks

Create and Format data across Multiple Workbooks

Perform Calculations across Multiple Workbooks

Create Linked Cells in Worksheets

Create Linked Cells across Workbooks