

Excel 2007/10 Mastering the Excel Database - Online

Audience	This course is appropriate for users who know the spreadsheet techniques of Excel 2007/10. Users should be able to use the basics of Excel 2007/10 and in addition know how to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; link information in worksheets and workbooks.
Description	The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with creating and manipulating data in a database and then performing analysis on the data using What If Analysis, Scenario Manager, and Goal Seek. Subjects covered also include importing and exporting data into Excel and manipulating properties.
Objectives	After completing the class, students should be able to: <ul style="list-style-type: none">■ Understand the structure of the data list■ Add to and edit the data list in the worksheet or through a form■ Convert a data list to an Excel table■ Use basic and advance filtering and sorting techniques■ Verify data being entered into a database■ Subtotal data using the Subtotal command■ Group and ungroup data■ Consolidate data using the Consolidate command■ Use database functions to analyze data■ Perform what-if analysis using the Scenario, Data Tables and Goal Seek commands■ Import data from Access, removing duplicates■ Manipulate external data connections and properties■ Import text and web files
Length	3 hours

I. Manipulating a Database in Excel

- A. The Structure of the Data List
- B. Adding Data to the Data List
- C. Editing Data Using the Form
- D. Converting a Data List to an Excel Table

- E. Filtering Data Using Basic and Advanced Techniques
- F. Advanced Sorting
- G. Verifying Data Entered in a Database



II. Analyzing Data in a Database

- I. Subtotaling Data
- B. Grouping and Ungrouping Data
- C. Data Consolidation
- D. Using Database Functions
- E. What If Data Analysis
- F. Analyzing Data with the Scenario Manager
- G. Analyzing Data with Data Tables
- H. Analyzing Data with Goal Seek

III. Importing Data

- A. Sharing Database Data
- B. Importing Data from Access
- C. Remove Duplicates
- D. Manipulating Connections Properties
- E. Changing External Data Properties
- F. Importing Text Files