



# Microsoft Excel Training

## Managing Databases

### Course Objectives

- Create databases in Microsoft Excel
- Do's and Do not's of creating databases in Excel
- Perform calculations on data by using functions and formulas
- Sort and Filter a database in Excel
- Work with Pivot Tables and Sub Totals to generate calculations

### Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

### Duration

Flexible

### Prerequisites

Introduction to Microsoft Excel or have a good understanding of the basic features of Microsoft Excel.

### Course Outline

#### Rules of Creating a Database

- Elements of a Database
- Create an Excel Database
- Do's
- Don'ts
- Modifying the Database Structure

#### Sorting

- 2 click sorting
- Multiple column sorting
- Sort by colours
- Sort by cell icon

#### Filters

- Understanding filters
- Turn on auto filter
- Filter text fields
- Filter number fields
- Filter date fields
- Filter by colour
- Filter by cell icon
- Select filtered data
- Totals and filters
- Multiple field filters
- Advanced filter
- Remove filters

#### Calculating your Data with Subtotals

- Understand Subtotals
- Create Subtotals
- Create multiple levelled Subtotals
- Remove Subtotals

#### Pivot tables

- What is a Pivot Table
- Understand how PivotTables summarise data
- Create a PivotTable
- Work with the Pivot Table layout
- Change designse
- Sort and filter a PivotTable
- Refresh a PivotTable
- Change the data source
- Group data by row labels
- Format numbers within a Pivot Table
- Create calculated fields
- Create and work with Pivot Charts