Microsoft Excel Advanced – Tables and databases (level 2) – 1 day

You already have some basic knowledge of Excel, but you want more. This course will set you on the right track working faster more efficient with less effort.

You will learn to work with tables in Excel and master all the benefits from those tables. After setting up near perfect tables you will be able to sort, filter and group those data at your own needs. And after that you will be presenting these data in graphs with all the necessary formatting options

Audience
For every user already working with Excel and has some basic knowledge. For everyone who wants the explore the many possibilities this application has to offer.

Prerequisites
The necessary skills to follow this training are covered in Excel Basics (level 1).

Contents

Conditional formatting
- Create rules
- Edit rules
- Delete rules
- Basic rules for numbers and text
- Top and bottom rules
- Data bars
- Color scales
- Icon sets

Present data in a graph
- Creating a graph
- Resize and remove graphs
- Adjust graphs
- Format graphs
- Sparklines

Use of Tables in Excel
- What is a table (like in a database)
- Database conditions for the use of tables
- Sorting tables
    - Simple sort
    - Multiple sort
    - Sorting from left to right
    - Sorting on a custom list
    - Sorting on Color or icon sets

Tables more info
- Benefits of using tables
- Formatting a Table
- Removing the table, not the contents
- Using tables in formulas
- All benefits listed once more

Filtering
- Simple filter
- Multiple selections on a filter
- Date, number and text filters
- Filter empty cells
- Using the search box
- Filter on color
- Filtering duplicates
- Removing duplicates

Pivot Tables
- Create a pivot table
- Customize pivot tables
    - Groupings
    - calculations
- Refresh pivot tables
- Filters, Slicers and Timelines
- Create a pivot chart
- Use conditional format in a pivot table