Excel – List and Databases

½ Day [3hrs] Hands On Training Course

Designed for **current users** of Excel this session explores using Excel as a database, sorting, filtering and analyzing data in lists.

Requirements

This session is best run hands on with participants utilising a computer

What You Will Cover:

- Excel as a Database
- How to set up an Excel Database
- Format as Table
- Sorting
- Custom Sort
- Auto Filters
- Custom Filters
- Calculations for Filtered Lists6
- Pivot Tables
- Design your Pivot Table
- Automatically Formatting a Pivot Table
- Filtering a Pivot Table
- Number Formatting within a Pivot Table
- Refreshing a PivotTable
- Create a calculated item
- Create a calculated field
- Using Slicers
- Pivot Charts