



*Professional Delivery – Printed Workbooks – Step-by-step Reference Guide – Certificates – After Course Support*

## Work with Excel Data Lists – Half day training course

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**Aim:** For those users who use Excel with columns of data in lists, this short course aims to deliver Excel features that help you make the most of your data. From validation for entering data, using dynamic Database functions, highlight data matching your criteria and summarising with pivot tables.

### Course Objectives

- ➔ Rules when creating data lists
- ➔ Use Freeze Panes
- ➔ Use the Data Form
- ➔ Apply Data Validation
- ➔ Work with sorts
- ➔ Filter information
- ➔ Use Database functions, DSUM, DAVERAGE AND DCOUNT
- ➔ Use Conditional formatting
- ➔ Apply Subtotals
- ➔ Create Pivot Tables

### Explanation / Example

Dos and don'ts when setting up a spreadsheet for data lists

Fix row and column headings to stay visible whilst moving around the sheet

Data form for working with records – creating, deleting and amending

Rules set for data entry e.g.: Only 3 characters, or number less than 100

Single and multiple sorts – putting data in alphabetical or numerical order

View only the data that meets your set criteria

Work with functions that dynamically sum, average and count data

Format information based on a set criteria

Subtotal numbers. e.g.: Enter a sum of the salaries on change of department

Summarising information when working with large data sets. A powerful tool to summarise information and drill down to see further information.