



Data Management with MS Excel 2010 / 2007

Course Duration:

7 Hours / 1 Day

1 Smart Formatting Tricks

- The Format Painter
- Styles and Themes
- Conditional Formatting

2 Tables: List Management Made Easy

- The Basics of Tables
- Sorting and Filtering a Table
- Dealing with Duplicate Rows
- Performing Table Calculations

3 Grouping and Outlining Data

- Basic Data Grouping
- Grouping Timesavers

4 Lookup, Reference, and Information Functions

- The Basic Lookup
- Advanced Lookups
- Information Functions

5 Advanced Formula Writing and Troubleshooting

- Conditions in Formulas
- Descriptive Names for Cell References
- Variable Data Tables
- Controlling Recalculation
- Solving Formula Errors

6 Scenarios and Goal Seeking

- Using Scenarios
- Using Goal Seek
- Solver

7 PivotTables

- Summary Tables Revisited

- Building PivotTables
- Multi-Layered PivotTables
- Fine-Tuning PivotTable Calculations
- Filtering a PivotTable
- PivotCharts