

# Excel 2010/2013 Mastering Databases-Online

<b>Audience</b>	This course is appropriate for learners who know the basic techniques of using Excel spreadsheets. Specifically, they should be able to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; link information in worksheets and workbooks.
<b>Description</b>	The course uses a combination of lecture and hands-on practice to familiarize students with creating and manipulating data in a database and then performing analysis on the data using What If Analysis, Scenario Manager, and Goal Seek. Subjects covered also include importing and exporting data into Excel and manipulating properties.
<b>Objectives</b>	<p>After completing the class, students should be able to:</p> <ul style="list-style-type: none"><li>■ Understand the structure of the data list</li><li>■ Add to and edit the data list in the worksheet or through a form</li><li>■ Convert a data list to an Excel table</li><li>■ Use basic and advance filtering and sorting techniques</li><li>■ Verify data being entered into a database</li><li>■ Subtotal data using the Subtotal command</li><li>■ Group and ungroup data</li><li>■ Consolidate data using the Consolidate command</li><li>■ Use database functions to analyze data</li><li>■ Perform what-if analysis using the Scenario, Data Tables and Goal Seek commands</li><li>■ Import data from Access, removing duplicates</li><li>■ Manipulate external data connections and properties</li><li>■ Import text and web files</li></ul>
<b>Length</b>	3 hours

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## I. Manipulating a Database in Excel

- A. The Structure of the Data List
- B. Adding Data to the Data List
- C. Editing Data Using the Form
- D. Converting a Data List to an Excel Table
- E. (2013) Creating a Data Table with the Quick Analysis Tool

F. Filtering Data Using Basic and Advanced Techniques

G. Advanced Sorting

H. Verifying Data Entered in a Database

## II. Analyzing Data in a Database

A. Subtotaling Data

B. (2013) Analyzing the Database with Conditional Formats



- C. Grouping and Ungrouping Data
- D. Data Consolidation
- E. Using Database Functions
- F. What If Data Analysis
- G. Analyzing Data with the Scenario Manager
- H. Analyzing Data with Data Tables
- I. Analyzing Data with Goal Seek

### **III. Importing Data**

- A. Sharing Database Data
- B. Importing Data from Access
- C. Remove Duplicates
- D. Manipulating Connections Properties
- E. Changing External Data Properties
- F. Importing Text Files