

## Microsoft Excel Advanced Tables and Databases - 1 day

If you already have some basic knowledge of Excel and you want to know more, this is the training for you! In this course you will learn to work faster and more efficient with Excel. You will learn to work with Tables and Databases and how to use PivotTables. After this course you can create a chart or Table, you know how to filter with Slicers, Timelines, how to automatically sort and merge files within Excel.

### Course duration

The duration of the course is six hours completed in one day.

### Target audience and prerequisites

This course is for every user who is already working with Excel, has some basic knowledge and wants to explore the many possibilities this application has to offer. To participate in this course it is required to have mastered the subjects of our Excel Basic course.

### Outlines

#### *Conditional formatting*

- Create rules
- Edit rules
- Delete rules
- Basic rules for numbers and text
- Top and bottom rules
- Data bars
- Colour 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
  - o Simple sort
  - o Multiple sort
  - o Sorting from left to right
  - o Sorting on a custom list
  - o Sorting on Colour or icon sets

#### *Tables more info*

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

#### *Filtering*

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

#### *Pivot Tables*

- Create a Pivot Table
- Customize Pivot Tables
  - o Groupings
  - o Calculations
- Refresh Pivot Tables
- Filters, Slicers and Timelines
- Create a Pivot Chart
- Use conditional format in a Pivot Table

