

Excel – Database Commands

Prerequisite

A good working knowledge of Microsoft Excel

Course Description

This course will teach the students how to work with database lists in Excel. The students will explore the sorting and filtering functions with lists of data. Students will also learn how to automatically summarize data by calculating subtotal and grand total values in a list.

Objectives

Database Commands

- Use the Data Form
- Sort Data
- Filter Data Using Autofilter
- Create Custom Filters
- Create Advanced Filters
- Create Subtotals
- Create Nested Subtotals

Class Length

90 minutes
Instructor lead, hands-on course