



# Course Outline

## Excel Data Management

### Prerequisites:

- Skills learned in our Excel Level-1 or Level-2 course or equivalent everyday work experience of using MS Excel.
- Proficiency in Windows environment with excellent mouse skills. Some keyboard skills also required.

### Platform:

- Windows PC:  
Microsoft Excel 365/2019/2016/2013
- Our Excel training is not compatible with Mac computers. In the past, Mac users have taken our training and applied it to Mac environment on their own.

### What is covered in the course?

- Excel as a List Database: Important considerations
- Using Data Validation for accurate data entry
- Using GO TO command effectively
- Cleaning your database: TRIM & CLEAN functions
- Fixing numbers stored as text
- How to create and manage an Excel Table
- Excel Tables: Structured References for formulas
- Multi-Column Sort (vertical & horizontal)
- Creating a Custom List
- Using Custom Sort when a normal sort won't do
- Sorting by a partial value in a column
- Filtering data
- How to use the Advanced Filter with complex criteria
- Advanced Conditional Formatting for filtering
- Using Excel Database Functions with complex criteria
- Working with nested SUBTOTALs
- Working with visible cells only

Please note: To keep our course content most relevant, we may modify the course outline from time to time based on the feedback received from the past participants. Please check the latest just before registering.