

# Software Solutions

## Microsoft® Excel - Data Manipulation

### Stage Three

**Versions 2007, 2010, 2013 (365) and 2016 (365)**

#### Course Objectives:

The aim of this course is to extend the excel users knowledge of the more advanced database features in Excel including Pivot Tables, Advanced Filtering and Macros. By learning these advanced features the spreadsheet will be able to manipulate large amounts of data, and produce effective reporting results. All Excel courses are based on the Microsoft Certified Application Specialist exams, if you complete Stage One, Two and Three you should consider sitting the Microsoft Certified Application Specialist exam. If you have any questions please contact Cathi Barker (cathi@xtra.co.nz)

#### Who Should Attend:

Participants of this course must be completely conversant with the material covered in the Excel The Essentials Stage One course outlines, the Excel Functions, Charting and More Stage Two course is not essential to do this course but it is helpful.

#### Course Outline/Table of Contents:

##### CHAPTER 1. FILTERING

<input type="checkbox"/> EXACT FILTER	<input type="checkbox"/> CLEARING THE FILTER
<input type="checkbox"/> NUMBER FILTERS	<input type="checkbox"/> DATE FILTERS
<input type="checkbox"/> TOP 10 AND ABOVE AND BELOW AVERAGE NUMBER FILTER	<input type="checkbox"/> REMOVE THE FILTER

##### CHAPTER 2. FORMATTING AS A TABLE

<input type="checkbox"/> TABLE STYLES	<input type="checkbox"/> BANDED ROWS AND BANDED COLUMNS
<input type="checkbox"/> TOTAL ROW	<input type="checkbox"/> SUBTOTAL FUNCTION
<input type="checkbox"/> PAGE LAYOUT	<input type="checkbox"/>

##### CHAPTER 3. NAMED RANGES

<input type="checkbox"/> CREATING A NAMED RANGE	<input type="checkbox"/> NAVIGATE TO A NAMED RANGE
<input type="checkbox"/> EDIT OR REDEFINE A NAMED RANGE	<input type="checkbox"/> DELETE A NAMED RANGE

##### CHAPTER 4. ADVANCED FILTERING

<input type="checkbox"/> FILTER AND EXTRACT RECORDS TO ANOTHER LOCATION	<input type="checkbox"/> CRITERIA
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##### CHAPTER 5. DATABASE FUNCTIONS

<input type="checkbox"/> DSUM, DMAX, DMIN, DCOUNT, DAVERAGE	
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##### CHAPTER 6. THE SUBTOTALS FEATURE

##### CHAPTER 7. OUTLINING A WORKSHEET

<input type="checkbox"/> SHOW AND HIDE DETAIL	<input type="checkbox"/> CLEAR THE OUTLINE
<input type="checkbox"/> AUTO OUTLINE	

##### CHAPTER 8. CUSTOM VIEWS

<input type="checkbox"/> CREATING A VIEW	<input type="checkbox"/> SHOW A VIEW
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##### CHAPTER 9. REMOVE DUPLICATES

##### CHAPTER 10. DATA VALIDATION

<input type="checkbox"/> DATA VALIDATION LISTS – CREATING A DROP-DOWN LIST	<input type="checkbox"/> DATA VALIDATION DATES
<input type="checkbox"/> DATA VALIDATION WHOLE NUMBERS	<input type="checkbox"/> CIRCLE INVALID DATA

##### CHAPTER 11. PIVOT TABLES

<input type="checkbox"/> CREATING A PIVOT TABLE	<input type="checkbox"/> SHOW AND HIDE THE FIELD LIST
<input type="checkbox"/> SHOW AND HIDE THE FIELD HEADERS	<input type="checkbox"/> CHANGING THE FIELD LIST LAYOUT
<input type="checkbox"/> CHANGING THE PIVOT LAYOUT	<input type="checkbox"/> REPORT FILTER FIELD
<input type="checkbox"/> CHANGING VALUES TO ROWS OR COLUMNS	<input type="checkbox"/> CHANGING VALUE FIELD NAMES
<input type="checkbox"/> CHANGING VALUE FIELD NUMBER FORMAT	<input type="checkbox"/> CHANGING VALUE FIELD FUNCTIONS

<input type="checkbox"/> FILTER PIVOTTABLE FIELDS	<input type="checkbox"/> REFRESHING THE PIVOTTABLE
<input type="checkbox"/> CHANGE THE SOURCE DATA	<input type="checkbox"/> PIVOT TABLE OPTIONS
<input type="checkbox"/> DISPLAYING REPORT FILTER RECORDS ON SEPARATE WORKSHEETS	<input type="checkbox"/> PIVOTTABLE SLICERS (EXCEL 2010 ONLY)
<input type="checkbox"/> CREATE A SLICER IN AN EXISTING PIVOTTABLE	<input type="checkbox"/> CLEAR A SLICER FILTER
<input type="checkbox"/> FORMAT A SLICER	<input type="checkbox"/> DISCONNECT A SLICER
<input type="checkbox"/> DELETE A SLICER	<input type="checkbox"/> SORTING A PIVOTTABLE
<input type="checkbox"/> COLLAPSING AND EXPANDING DETAIL	<input type="checkbox"/> SUMMARIZE VALUES BY
<input type="checkbox"/> SHOW VALUES AS CALCULATIONS	<input type="checkbox"/> PIVOTTABLE STYLES
<input type="checkbox"/> BANDED ROWS, BANDED COLUMNS, ROW AND COLUMN HEADERS	<input type="checkbox"/> BLANK ROWS
<input type="checkbox"/> REPORT LAYOUT	<input type="checkbox"/> GRAND TOTALS
<input type="checkbox"/> SUBTOTALS	<input type="checkbox"/> MOVING A PIVOTTABLE
<input type="checkbox"/> CREATING A PIVOT CHART	<input type="checkbox"/> FILTER A PIVOT CHART

**CHAPTER 12. DATA CONSOLIDATION**

**CHAPTER 13. MACROS**

<input type="checkbox"/> DEVELOPERS TAB	<input type="checkbox"/> MACRO SECURITY
<input type="checkbox"/> MACRO ENABLED WORKBOOKS	<input type="checkbox"/> CREATING A MACRO IN THE ACTIVE WORKBOOK
<input type="checkbox"/> CREATING AN ADDRESS MACRO	<input type="checkbox"/> CREATING A DATE MACRO
<input type="checkbox"/> VIEWING THE MACRO	<input type="checkbox"/> PERSONAL WORKBOOK
<input type="checkbox"/> MACRO CODE	<input type="checkbox"/> EXIT THE VISUAL BASIC EDITOR
<input type="checkbox"/> AUTOMATIC MACROS IN EXCEL	<input type="checkbox"/> ADDING THE MACRO TO THE QUICK ACCESS TOOLBAR
<input type="checkbox"/> ADDING THE MACRO TO THE RIBBON	<input type="checkbox"/> ASSIGNING MACROS TO A SHAPE, CLIPART, PICTURE, FORM CONTROL OR OTHER OBJECT

**CHAPTER 14. PREPARE WORKBOOKS FOR DISTRIBUTION**

<input type="checkbox"/> DOCUMENT PROPERTIES	<input type="checkbox"/> USING THE DOCUMENT INSPECTOR
<input type="checkbox"/> MARKING DOCUMENTS AS FINAL	<input type="checkbox"/> DIGITAL SIGNATURES
<input type="checkbox"/> ADDING DIGITAL SIGNATURES	<input type="checkbox"/> DIGITAL SIGNATURE LINE

**CHAPTER 15. EXCEL KEYBOARD SHORTCUTS**