

EXCEL: DATABASE MANAGEMENT

1 session(s) of 3 hours
(1 x 4 periods)

CHF 600.-

Renseignements

Tél. +41 22 732 51 11
Lu-Ve de 8h30 à 12h00
et de 13h00 à 17h00

DEFINITION

Excel database functionalities allow you to extract and to highlight key information in order to generate different kind of reporting.

TARGET

Excel user working with large tables, who needs to summarize and synthesize results.

OBJECTIVES

- Learn how to manage databases with subtotals, advanced filters, and custom sorting.
- Discover powerful tools like pivot tables and pivot Charts.

REQUIREMENT

Windows and Excel basics.

METHODOLOGY

Excel Database training is based on theoretical Excel workbook, but the main part of the training is dedicated to practical exercises with personalized assistance from the teacher.

CONTENT OF EXCEL: DATABASE MANAGEMENT

Sort and filters
Advanced filters and custom sorts
Subtotals
Pivot tables
Pivot charts