Using Excel to Manage Data

Course Description

This course shows you how to take basic rows and columns of data and to manage it and turn it into useful information that can be incorporated into the decision-making process. We start with Excel's simple basic Database features of sorting and filtering data and then look at subtotals and nested subtotals. From there, we explore one of Excel's most exciting features – the pivot table. The course then discusses how to use Database functions and apply conditional formatting to data.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.
CPE Credits: 3 (CPA)
Category: Computer Software and Applications
Prerequisite: Excel 2010 through 2019 and Office 365. Basic file management skills (open/close) are assumed and basic Excel skills.
Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Recognize basic components of a database
2. Identify and apply different ways to sort data
3. Define and apply filtering techniques
4. Recognize the steps required to create and copy subtotals and nested subtotals
5. Recognize when it is appropriate to use a pivot table
6. Recognize the steps to create, edit and format pivot tables
7. Recognize and components of a database function and how to apply them
8. Recognize how to apply and remove conditional formatting
9. Recognize and apply an Outline format