



## **Excel 2003 Databases & Pivot Tables      4 Hours**

### **Objectives:**

Excel 2003 Databases & Pivot Tables is a special topics seminar dealing with the use of Excel pivot table functionality and the ability to treat Excel data as a database. Trainees will learn to:

- Create databases to effectively manage information
- Filter data to display specific information
- Modify filters to increase accuracy of results
- Create PivotTables and PivotCharts to effectively summarize data

### **Outline:**

- Working with Databases: creating and modifying an Excel database, sorting lists, sorting by multiple fields, creating and removing subtotals
- Using AutoFilter: enabling and disabling AutoFilter, using AutoFilter to filter a list, clearing AutoFilter criteria, and creating a custom AutoFilter.
- Working with Advanced Filters: creating and using a criteria range, using comparison criteria, using AND and OR in advanced criteria conditions, copying records, and using database functions.
- Creating/Revising PivotTables: creating and refreshing a PivotTable report, adding, moving and deleting report fields, selecting a Page Field item, changing the summary function, hiding/unhiding report items, creating a Page Field report, and creating a PivotChart report.