Excel Level 3 – Data Management

What Can You Expect?

You will learn how to work efficiently and smartly within an Excel database.

What Is Required From You?

You should already have Excel Intermediate formal training or knowledge.

Assessment Strategy

The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard. Learners are required to successfully complete both Formative and Summative assessments.

Unit Standard Alignment

SAQA ID: 258876   **NQF Level:** 4   **Credits:** 3
US Title: Work with Spreadsheets.

2 Day Course Content

Databases
- Work with Databases and Lists
- Use Data Form
- Sort Data in a List
- Filter Data in a List
- Use Comparison Criteria for Filters
- Work with a Filtered List

Use Data Management Tools
- Summarise Data in a List using Subtotals
- Use Nested Subtotals
- Data Consolidation
- Excel Tables
- Name Manager
- Conditional Formatting

Data Validation
- Apply Data Validation
- Circle Invalid Data
- Remove Validation Circles

Manage Workbooks and Worksheets
- Work with Sheets
- Group and Ungroup Sheets
- Create & Use Custom Views

Import and Export Data
- Import External Data
- Adjust Connection Properties

PivotTables
- Create PivotTables
- Customise PivotTables
- Create Formulas in a PivotTable
- PivotCharts

Use Text Functions and Tools
- Concatenate Function
- Convert Text to Columns
- Change Case Functions

Lookup Functions
- VLookup

Macros
- Record and Run Macros
- Edit a Macro
- Delete a Macro

What Will I Take Back To Work With Me?

This practical course will give you the skills to sort data, insert tables, design macros and create PivotTables which will save you time while increasing the quality and usability of your spreadsheets.