

# Excel 2003 Advanced: Database Management and Analysis

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## Prerequisites

Students should have a working knowledge of Excel basic and intermediate features or have taken Excel Level 1 and Level 2 courses.

## Description

This course teaches students how to modify database records using data forms and specify criteria for database functions. The use of the Automatic Subtotals feature is also examined. In this course, students will learn to create PivotTables and PivotCharts. They will also forecast values with trendlines and create scenarios.

## Objectives

By the end of this course, you will be able to:

- ✓ work with Excel databases.
- ✓ sort database data.
- ✓ use database functions.
- ✓ use advanced filters and automatic subtotals.
- ✓ create pivot tables and pivot charts.
- ✓ modify pivot tables.
- ✓ audit worksheets and perform what-if analyses.
- ✓ work with scenarios.

## Detailed Outline

### Working with Databases

Identifying Database Components  
Adding Database Components  
Modifying Database Records

### Sorting Database Data

Sorting Records by up to Three Fields  
Rearranging Fields  
Sorting Records by Four Fields  
Applying Custom Sort Orders  
Sorting Text as Numbers

### Using Database Functions

Using the DAVERAGE Function  
Using the DCOUNT Function

Using the DSUM Function  
Using the DMIN Function  
Using the DMAX Function  
Using the DGET Function

### Using Advanced Filters and Automatic Subtotals

Using the Advanced Filter Feature  
Extracting Data  
Using the Automatic Subtotals Feature

### Creating PivotTables and PivotCharts

Creating PivotTables  
Changing PivotTable Layouts  
Changing PivotTable Field Names and Functions  
Extracting Data from PivotTables  
Creating PivotCharts

### **Modifying PivotTables**

Formatting Numbers in PivotTables

Displaying and Hiding PivotTable Data

Refreshing PivotTable Data

Sorting PivotTable Data

Using the PivotTable AutoFormat Feature

### **Auditing Worksheets and Performing What-If Analyses**

Tracing Precedents and Dependents

Locating Precedents and Dependents

Locating and Resolving Errors

Using the Goal Seek Feature

Using the Solver Feature

Forecasting Values with Trendlines

### **Working with Scenarios**

Creating Scenarios

Applying Scenarios

Creating Scenario Summary Reports

Editing and Deleting Scenarios

Protecting Scenarios