Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

SQL, Oracle, Access courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

250,00 €

PRICE INCL. VAT

307,50 €

including 23 % VAT

PDF SYLLABUS

Excel Database Functions

Clear overview of course topics, training scope and key information.

The Excel database functions course is intended for users who face the requirement to process large amounts of data as well as outputs from external databases. Users will learn to choose an effective way of working and automate it as much as possible.

COURSE CONTENT

01 **Principles for Creating a Database Table**

Excel limitations and their possible solutions.
Data validation in a database table.

02 **Logical Functions**

IF, nested IF.
AND, OR.

03 **Lookup Functions**

INDIRECT.
LOOKUP, VLOOKUP.
HLOOKUP, CHOOSE.
MATCH, INDEX.

04 **Database Functions**

DSUM, DAVERAGE.
DMIN, DMAX.
DCOUNT, DSTDEV etc.

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05 Debugging Formulas

Watch window.
Formula checking mode and panel.
Arrows, tools.
Evaluate formula.
Error checking.

06 Working with Automatic and Advanced Filters

Limitations of the automatic filter.
Entering complicated filter conditions.
Using wildcard characters in text criteria.
Using a macro over a table.
Creating simple and nested subtotals.
Tool for consolidating multiple ranges.

07 Working with Pivot Tables

Working with row, column, page and data area fields.
Setting properties of a table field as well as properties of the whole table.
Multiple consolidation ranges.
Calculated field, grouping.

08 Printing Large Tables

Selecting the print area.
Page setup.
Discussion.
Conclusion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/excel-database-functions