



Call 0800 112 3034 for bookings and information.

Using Excel 2007 for Record Keeping

Introduction

This course has been designed for those who need to use Excel 2007 as a database to store their company information.

1. Using Excel as a Database

What is a database?

The rules for setting up a database in Excel

2. Entering Data Quickly

Auto complete and Pick from List

Using Fill Series

Formatting Cells to receive only one Type of Data

Data Validation- Restricting the Data that can be entered into a cell

3. Tools to Find Data Quickly

Auto Filter

Filtering on two criteria or more

Custom Auto filter

Using Advanced Filter to remove unwanted records

Removing duplicate records from your database

Using Data Form to enter and find data.

4. Using Pivot Tables To View Records in Different Ways

What are Pivot Tables?

Using Pivot Tables to display your data in different ways

Creating a Pivot Table Chart

5. Conditional Formatting

Creating Rules to Apply Colour or Shading to Data

Duration- 1 day: 10-4pm

Cost £185+VAT

Attendance Certificate