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## **GET MORE FROM EXCEL**

### **USING EXCEL TO STORE RECORDS**

Many organisations use Excel to store records but not all are aware of the great tools that can help them to do this more efficiently. This course teaches you how to use Excel to store, retrieve and analyse information.

Everyone knows that a database is only as good as the information in it so we will show you how you can use Excel to set rules to ensure that the right information gets put in the right place and format your data automatically allowing you to see what is happening at a glance.

**NB:** This 1 day course is not suitable for complete beginners.

#### **1. 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

#### **6. Charts**

Insert and modify a chart