



Formation MS Office Excel - Lists (database) in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 253

Goal : Learn the useful and essential techniques for the management, the synthesis and the analysis of data lists (databases) with the standard tools and options of MS Excel.

Audience : This training targets people working with large tables or lists in MS Excel and who wants to learn the main tools to basically manage them.

Prerequisites : Daily use experience of MS Excel tools and standard functions plus the habit to work with tables having a few thousand records (rows).

Goals :

- Introduction
- About Data Mining and Business Intelligence (KPI's dashboards) in MS Excel
- Print area definition, conditional formatting and validation options refresh
- Moving rows and columns reminder
- Freezing panes
- Changing cell range in a List (MS Excel 2003/2007)
- Using the Gridline tool for data input and search
- Using the formulas auditing toolbar for detection of validations lists violations
- Using matrix and database functions to extract informations
- Using of the sub total tool and function
- Creating simple and advanced filters
- Data consolidation (worksheets or worbooks consolidation)
- Creation and use of saved Views with filters
- Training Conclusion

Pedagogical method : This training is based 100% on little practice examples prepared by the trainer.

Suggested duration for presentiel training (days) : 2

Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 375 CHF

Daily price in remote : 180 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1875 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :** *Excel 2007: The Missing Manual*
- **Author(s) :** *Matthew MacDonald*
- **Pages :** 856
- **ISBN :** 0596527594

Tags : lists, databases, excel, outline, consolidation, views, excel database training, excel database course.

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