

## Course Specifications

### Microsoft Excel 2003 Module III

**Course number:**

**Course length:** 1 day

### Prerequisites

*Excel 2003 Module I and II*

### Registration:

**CAD & Facilities Services, Inc.**  
(315) 686.6110  
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## Microsoft Excel 2003 Module III Database Management and Analysis

Excel 2003 Module III: Database Management and Analysis is a course that presents skills training and assessment for some of the skill sets that form the Microsoft Office Excel 2003 Specialist and Expert exams. This course provides competency in validating data, creating and modifying list ranges, sorting database data, using database functions, using the Advanced Filter and Automatic Subtotal features, creating and modifying PivotTables and Pivot Charts, formatting and adjusting PivotTables, auditing worksheets, performing what-if analyses, and working with scenarios.

### Topics

#### Working with Databases

- Introduction to Databases
- Validating Data
- Modifying and Finding Database Records
- Creating and Modifying List Ranges
- Case Study

#### Sorting Database Data

- Introduction to Sorting Database Data
- Sorting Records by up to Three Fields
- Rearranging Fields
- Sorting Records by Four or More Fields
- Applying Custom Sort Orders
- Sorting Text as Numbers

#### Using Database Functions

- Introduction to 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

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### Using Advanced Filters and Automatic Subtotals

- Filtering, Extracting and Subtotaling Data
- Using the Advanced Filter Feature
- Extracting Data
- Using the Automatic Subtotals Feature

### Creating PivotTables and PivotCharts

- Introduction to PivotTables and PivotCharts
- Creating PivotTables
- Modifying PivotTables
- Changing PivotTable Field Names and Functions
- Extracting Data from PivotTables
- Creating PivotCharts

### Formatting and Adjusting PivotTable

- 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 Analysis

- Introduction to Auditing and What-If Analysis
- Auditing Worksheets
- Using the Goal Seek Feature
- Using the Solver Feature
- Projecting Values

### Working with Scenarios

- Introduction to Scenarios
- Creating Scenarios
- Showing Scenarios
- Merging Scenarios
- Summarizing Scenarios
- Editing and Deleting Scenarios
- Protecting Scenarios