

# Excel Level 3 - Data Management

## What Can You Expect?

You will learn how to work efficiently and smartly within an Excel database. This practical course will give you the skills to work effectively with data, sort data, insert tables, design macros and create PivotTables which will save you time while increasing the quality and usability of your spreadsheets

## What Is Required From You?

You should already have Excel Intermediate formal training or equivalent knowledge and experience.

## 2 Day Course Content

### Databases

- Work with Databases and Lists
- Use Data Form
- Sort Data in a List
- Filter Data in a List
- Use Comparison Criteria for Filters
- Work with a Filtered List

### Use Data Management Tools

- Summarise Data in a List using Subtotals
- Use Nested Subtotals
- Data Consolidation
- Excel Tables
- Name Manager
- Conditional Formatting

### Data Validation

- Apply Data Validation
- Circle Invalid Data
- Remove Validation Circles

### Manage Workbooks and Worksheets

- Work with Sheets
- Group and Ungroup Sheets
- Create & Use Custom Views

## Unit Standard Alignment

**SAQA ID:** 258876

**US Title:** Work with Spreadsheets.

### Import and Export Data

- Import External Data
- Adjust Connection Properties

### PivotTables

- Create PivotTables
- Customise PivotTables
- Create Formulas in a PivotTable
- Pivot Charts

### Use Text Functions and Tools

- Concatenate Function
- Convert Text to Columns
- Change Case Functions

### Macros

- Record and Run Macros
- Edit a Macro
- Delete a Macro

### Lookup Functions

- VLookup

**NQF Level:** 4

**Credits:** 3



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