



Excel 2010 Database Features

Microsoft Excel 2010 Introduction topics or equivalent knowledge.

Database Design and Data Entry

- List structure
- Data form
- Naming a range
- Conditional formatting
- Custom Lists
- Combine data into one column
- Separate text into multiple columns

Sorting

- Single level sort
- Multiple level sort
- Custom Sort

Subtotals

- Create Subtotals
- Subtotal Outlines
- Copy and print Subtotals

Filtering

- AutoFilter
- Advanced Filter

Database Functions

- Inserting functions
- Conditional Sum Wizard