

Effectively analyze and manage data information stored in an Excel worksheet. Learn the database tools, features and specialized function formulas used to learn the most about and from your data. Create a worksheet database and learn to fill it manually by typing in data or by importing the data from an outside source. Restructure the database design to meet growing demands. Normalize or fix your data using function formulas and other tools and saving time. Organize data using a variety of sorting tools and techniques. Summarize sorted data grouping with the subtotal tool. Apply filtering tools to focus on specific data using customized criteria. Generate unique listings from single and multiple fields. Implement data analysis using database functions and logical function summaries. Convert worksheet database lists into data tables to quickly format, calculate and sort/filter data records. Insert visual filter slicers for the ultimate in filtering and dashboard experience. Learn how to use a database list to mail merge envelopes, labels, and form letters. Perform an e-mail mail merge using similar data to create personalized mass-e-mails.

### EXCEL DATABASE LIST CREATION

- Learn the Structure of a Database List.
- Database Parts – Fields, Records, and Items.
- Inserting Field Names and Formatting.
- Control Data Quality with Validation Rules.

### DATA CAPTURE AND PROCUREMENT

- Displaying the Optional Data Input Form.
- Inserting Data by Typing or Copy and Paste.
- Importing Data from Outside Data Sources.
- Duplicating Records – Special Circumstances.
- See How Auto-Fill Reduces Data Input Time.
- Spell Check to Correct Typos and Poor Data.
- Delete Data Records, Data Items and Fields.

### RESTRUCTURING DATABASE DESIGN

- Rearrange Fields – Cut/Paste and Drag/Drop.
- Remove Duplicates with Remove Dups. Tool.
- Customized Conditional Formatting Rules to Visually Identify Duplicates w/ Color Banding.
- Transpose Data to Flip Rows to Columns.
- Split Single Field Entries into Multiple Fields.

### DATA NORMALIZATION TOOLS

- Replace Tool – Large Scale Data Swapping.
- Text to Columns – Split Text to Multiple Cells.
- Find/Add Missing Data – Vlookup Function.
- Flash Fill – Replace Normalization Functions.

### FORMULA DRIVEN - DATA NORMALIZATION

- Function Formulas That Fix / Normalize Data.
- =UPPER ... =LOWER ... =PROPER.
- =CONCAT ... =JOIN ... =LEN ... =DATE ... =TEXT.
- =RIGHT ... =LEFT ... =MID ... =TRIM ... =FIND.
- =SUBSTITUTE ... =REPLACE ... CLEAN.

### ORGANIZE DATA - SORT TOOLS AND OPTIONS

- Sort Data – Primary, Secondary, Tertiary.
- Options – Case Sensitive + Custom List Sorts.
- Sort by – Cell Contents, Cell Color, Font Color.
- Sort Rows (Records), Sort Columns (Fields).

### SUBTOTAL GROUP AND OUTLINE TOOL

- Automatically Subtotal Sorted Data Groups.
- Summarize, Count, Average, and More.
- Product Multi-Leveled Data Summaries.
- Special Tips for Formatting Subtotaled Data.

### TARGET DATA – FILTERS AND UNIQUE LISTINGS

- Apply the Filter Tool to the Database Listing.
- Optionally Display – Data Form Filtering Tool.
- Learn How Criteria Drives Filtering Results.
- Filter Records by Single and Multiple Fields.
- Filter by Cell Contents, Cell Color, Font Color.
- Insert Wildcards “\*” + “?” to Widen Results.
- Remove Records from Filtered Results.
- Extract Unique Items from a Field (Column).

### ANALYTICAL TOOLS AND FUNCTIONS

- Advanced Filtering – Create Filtered Listings.
- Database Functions – Filtered Summaries.
- Logical Summaries – SUMIF and COUNTIF.

### TABLE CONVERSION – DATABASE LISTS

- Advantages of Converting Data to a Table.
- Converting Worksheet Data to Table Format.
- Applying Color Banding and Borders.
- Add Pull-Down Function Formulas to Fields.
- Apply Sorting and Filtering.

### TABLE FILTER SLICERS

- Advantages of Visual Filter Slicers.
- How Slicers Take Filtering to the Next Level.
- Add Slicers for One or More Database Fields.
- Format Slicers for the Best Dashboard Effect.

### MAIL MERGING AND EMAIL MERGING

- Mail Merge Envelopes, Labels and Letters.
- E-Mail Merge Creating Personalized E-Mails.