



## **MICROSOFT EXCEL® FOR DATABASE MANAGEMENT (SW 1)**

This course allows you to work efficiently in Microsoft Excel. Microsoft Excel is a helpful and powerful program for data analysis and documentations. It allows better organization, presentation, and analysis of day-to-day data using Excel spreadsheets. Throughout the training, participants will create and format spreadsheets, learning to sort and filter, create formulas, use a range of functions, get to work with pivot tables, charts, and other functionalities of Excel in preparation for basic data management and its application on real-world data. Useful Excel add-ins such as Analysis ToolPak and PHStat will also be introduced, providing participants with a glimpse of practical tools that can be used to summarize data. This course covers key concepts relevant for the workplace.

### **Purpose**

To enable participants to consolidate, format, chart, and manage data more effectively using Microsoft Excel® (MS Excel®).

### **Benefits to the Participants**

Participants will have hands-on experience on MS Excel® using three integrated tools: worksheet, graphics, and databases as well as learning to manage and retrieve data from lists and tables.

### **Target Participants**

Personnel involved or assigned in simple database management responsibilities. This course is also recommended for first-level personnel in government offices doing research, data analysis, and report preparation. Knowledge on basic computer operations is a requirement.

### **Course Coverage**

- I. Introduction to MS Excel® Software
  1. Software Overview
  2. Working with the User Interface
  3. Data Entry and Management
  4. Formatting Techniques
  5. Writing Basic Formula
  6. Activating Useful Functions
- II. MS Excel® Functionalities
  1. Using Multiple Workbooks
  2. Using Range Names
  3. Working with Tables
  4. Working with Advanced Filters
  5. Using Conditional and Custom Formats
  6. Generating Pivot Tables
  7. Returning a value from a range or an array
  8. Working with Graphs
  9. Performing MS Word Mail Merge
  10. Consolidating Worksheets
  11. Protecting Worksheets
  12. Working with Basic Macros
- III. Introduction to MS Excel® Add-ins

**Duration:** 4 Days – 8:30am to 4:00pm