

Data Manipulation in Excel 2003

Duration: Half Day

Outcome: At the completion of this course participants will be able to:

- Understand business intelligence
- Have an understanding of Excel's Tools and Data menu

Prerequisites This course requires a sound working knowledge of Excel 2003

Content:

- Data Lists
- CrossTab Tables
- Sorting
- Summarizing
- Filtering
- Conditional Formatting
- Querying
- Charting
- Pivot Tables