



**THE  
ENTERPRISE  
CENTRE**

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**Excel 2003  
Database Management / Pivot Tables  
ENT1511**

1 Day

**Workshop Goal**

This **one day hands-on** workshop will instruct participants in database management techniques using Excel worksheets. The focus will be on managing and summarizing data lists using commands from the Data menu.

**Topic Outline**

Working with Databases  
Sorting Data  
Working with the Data Form  
Using AutoFilter  
Working with Advanced Filters  
Using Database Functions  
Importing and Exporting Data  
Creating/Revising PivotTables  
Adding Pivot Table Fields  
Changing Pivot Table Layout

**Recommended Prior Learning**

Completion of the **Excel Introduction** workshop or equivalent knowledge. This workshop will introduce the fundamentals of Excel necessary to participate fully in this workshop.