

# MICROSOFT EXCEL

## LEVEL 3: DATA MANAGEMENT

- ✓ Organize data. Build reports.
- ✓ Make better decisions.

Master Excel's data management and reporting tools to work more efficiently with large datasets, create Powerful summaries, and import information from external sources.



**1 Day**  
(7 hours)



### DELIVERY

Live Virtual  
Instructor-Led  
Delivery



### RESOURCES

Learning guide  
+ guided exercises



### LANGUAGE

English or French



### OVERVIEW

Microsoft Excel Level 3 provides a practical, hands-on introduction to data management and reporting tools. Organize large datasets, summarize information, create PivotTables and PivotCharts, and import data from external sources to produce clear, actionable reports.



### WHO THIS COURSE IS FOR

- ✓ Experienced Excel users who want to manage lists, tables, and reports more efficiently.
- ✓ Administrative professionals, analysts, coordinators, managers, finance staff, and operations teams responsible for organizing or reporting on data.
- ✓ Excel users who want practical experience with sorting, filtering, subtotals, PivotTables, PivotCharts, Slicers, and imported data.



### EXPECTED OUTCOMES

By the end of the course, participants will be able to manage Excel data with greater confidence and apply it to real-world reporting and analysis.



Organize and manage datasets using lists, tables, and data forms.



Sort, filter, and locate data using advanced techniques.



Summarize data with subtotals and database functions.



Create PivotTables, PivotCharts, and use Slicers for interactive analysis.



Import and prepare data from external sources for reporting.

### COURSE TOPICS

01



#### Maintaining Data

Review lists and Excel tables, use data forms to add, edit, find, and delete records, and work with lookup tables to retrieve related information.

02



#### Sorting and Filtering Lists

Sort records by one or more fields, create custom sort orders, use AutoFilter and Advanced Filter, and extract data for analysis.

03



#### Summarizing Data

Create subtotalled lists, work with grouped results, and use database functions to calculate totals, averages, counts, and more.

04



#### Working with PivotTables

Create and modify PivotTables, refresh results, group data, create PivotCharts, and use Slicers for interactive reporting.

05



#### Working with External Data

Import data from Access, web pages, and text files using the Import Wizard and prepare data for cleaning, analysis, and reporting.



### GUIDED PRACTICE

Apply what you learn through guided exercises designed around realistic Excel scenarios.



### UNLIMITED POST-TRAINING EMAIL SUPPORT

Get expert answers and practical guidance whenever questions arise after the course.



### CUSTOMIZABLE

Tailored to your organization and industry.



### PRACTICAL

Real-world examples and immediate application.



### IMMEDIATE IMPACT

Use Excel with confidence from day one.

