



# Infotech Performance Group

Software Training with CEU's

## Excel Graphing and Database Management

### INFOTECH

### PERFORMANCE GROUP

Software Training with CEU's®

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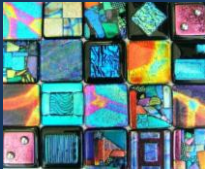
### BRN

Provider approved by the California  
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for 3.5 Contact Hours

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### Database Overview

- Field, record, Header Row
- Filter/Sort

### Analyzing Data

- Creating a database
- What makes an effective database?
- Sorting records: Simple sort, Multi-level sort

### Auto Filters

- What is AutoFilter?
- Set-up Requirements
- Drop down filtering
- Combining filtered fields
- Custom AutoFilter
- Filtering for dates
- Filtering for OR condition vs. AND condition

### Embedded Subtotals: Subtotals Feature

### Creating and Formatting Graphs (Excel "Charts")

- The Chart Wizard - Embedded Charts
- Chart non-contiguous ranges
- Chart Sheets
- Renaming a chart or worksheet
- Deleting a chart sheet
- Chart types: Pie, Column, and Bar
- 3-D charts
- Formatting Charts
- Changing Data Orientation
- Adding titles
- Changing colors and patterns
- Legends
- Changing the chart color
- Applying a border
- Copying Chart formats
- Adding a chart style
- Embedding a linked chart in Word or PowerPoint