

### Course Profile Power-Boost – Using MS Excel with UNI-form

**Duration:** 1 day

**Participants:** UNI-form users who have extensive experience in the use of spreadsheets.

Participants must be able to navigate large spreadsheets, create spreadsheets from scratch including calculations and carry out formatting to control the appearance of data.

**Objective:** By the end of this course you will be able to:

Correctly use a variety of MS Excel retrieval and manipulation techniques on UNI-form data

**Content:**

- **Retrieving data from UNI-form**
  - Using the External Data Wizard
  - Using Microsoft Query
  - Creating ODBC links
  - Save and Run Data Queries
  - Modifying Data Queries
  - External Data Toolbar
- **Manipulating databases**
  - Using Auto Filter and Advanced Filters
  - Sorting Retrieved Data
  - Subtotals and Grouping
  - Modifying External Data Range Properties
  - Using Excel Functions on Retrieved Data
- **Displaying External Data**
  - Creating and Modifying Pivot Tables
  - Creating Pivot Charts
- **Using Excel Data Functions**
  - Useful Excel Data Functions