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Session One: Tables, Ranges and Databases

As a general rule the most successful man in life is the man who has the best information.

Benjamin Disraeli, British Politician (1804-1881)

Excel was never designed to be a relational database. Excel is a tool for analyzing data and not for data storage. This hasn't stopped corporate users all over the world from erroneously using Excel to store data in order to support their business operations.

Excel 2007 introduces a fantastic new *table* feature making it possible to implement many features previously only available in true relational database products (such as Access, SQL Server and Oracle).

In this session you'll learn all about tables, how they differ from ranges, and how to use them effectively to manage data.

This lesson also introduces *structured table references* that provide a completely new way to reference dynamic table data. This has eliminated the need for the complex workarounds previously required to work with dynamic ranges.

Session Objectives

By the end of this session you will be able to:

- Check your program and operating system version
- Apply a simple filter to a range
- Apply a top 10 and custom filter to a range
- Apply an advanced filter with multiple OR criteria
- Apply an advanced filter with complex criteria
- Apply an advanced filter with function-driven criteria
- Extract unique records using an advanced filter
- Convert a range into a table and add a total row
- Format a table using table styles and convert a table into a range
- Create a custom table style
- Sort a range or table by rows
- Sort a range by columns
- Sort a range or table by custom list
- Name a table and create an automatic structured table reference
- Create a manual structured table reference
- Use special items in structured table references
- Understand unqualified structured table references