EXC-DB - Database and data normalization with Microsoft Excel

Microsoft - Excel - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to provide participants with the specific knowledge of data use and management with MS Office Excel. The course will focus in particular on the tools used to import data from external sources and the database normalization. The course applies to the various versions of Microsoft Excel that are available on the market.

Programma

1. Importing data
• Importing data from a text file
• Importing data from web pages
• Importing data from a database
2. Working with the text
• Text functions
o The Text to Columns tool
o Using names as references in cells
o The control functions: ISERR, IFERROR
3. Working with numbers
o Rounding and cutting off numbers with functions
• Date and time functions
• Database functions

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