

Microsoft Excel – Database features

Excel provides many features that support the analysis of lists of data or databases. Excel is not strictly a database tool (Microsoft Access is the database application) but can be used effectively depending on the type and amount of data being used.

The following gives a list of the topics that you should know if you work with lists of data in Excel.

- Guidelines for setting up lists in Excel.
- Sort a list based on a single column in a list.
- Sort a list based on multiple columns (for example sort by Surname then Forename).
- Sort a list based on the cell fill colour and/or the font colour.
- Sort a list using a custom sort i.e. a sort that is not based on numerical order or alphabetic order.
- Use filters to show specific records in a list
 - ✓ AutoFilters – exact matches and custom expressions
 - ✓ Advanced filters
 - ✓ 'Top 10' filters
- Working out subtotals from data in a list – the outline bar.
- Using Pivot Tables to summarise list data.
- Using the Text to Columns feature.
- Setting data validation on cells in lists.
- Applying conditional formatting to data in lists.
- Using Go To Special and Paste Special to copy sections of lists.