

Working with Data and Macros 9

LESSON SKILL MATRIX

Skills	Exam Objective	Objective Number
Importing Data	Open non-native files directly in Excel.	1.1.4
	Import files.	1.1.3
	Append data to worksheets.	2.1.1
Ensuring Your Data's Integrity	Set data validation.	1.3.8
Sorting Data		
Filtering Data		
Outlining and Subtotaling Data	Create outlines.	2.3.5
	Collapse groups of data in outlines.	2.3.6
	Insert subtotals.	2.3.7

(continued on next page)



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KEY TERMS

- auto-outline
- AutoFilter
- collapse
- criterion
- data file
- database
- delimiter
- filter
- grouping
- macro
- outline
- outline symbol
- parse
- quick format
- slicer
- subtotal
- table
- validation

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Annelies Wilder-Smith



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