

# EXCEL OR ACCESS ?

WHICH TOOL TO USE FOR DATA MANAGEMENT AND ANALYSIS

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# OBJECTIVES

- General understanding of each application
- Key areas of comparison
- Key questions to ask
- Must know functions of Excel



# EXCEL COMMON USES



- Analyze data
- Mostly numeric data; flat (logical) view
- Running calculations and statistical comparisons
- PivotTable reports to view hierarchical data
- Charts
- Conditional formatting
- What-if analysis operations

# ACCESS COMMON USES



- Manage related data
- Display, export, or print subsets of data
- Automate frequently performed actions
- Access reports let you summarize data in printed or electronic form i.e.: labels and custom reports.
- Structured data; complex querying
- Anticipate multi-users, but not too many

# SQL SERVER COMMON USES



- Manage enterprise level data
- Database driven websites
- Real time transaction and messaging systems
- High volume, many-user environments

# KEY COMPARISON AREAS

# DATA STORAGE

- Flat vs. relational data
- Local vs. External data
- Data Integrity vs. Flexibility

# DATA ANALYSIS

- Querying
- Modeling
- Pivoting and charting

# MULTI-USER COLLABORATION

- Multiple user access to data
- Collaboration by using Windows SharePoint Services
- Collaboration by using shared network folders

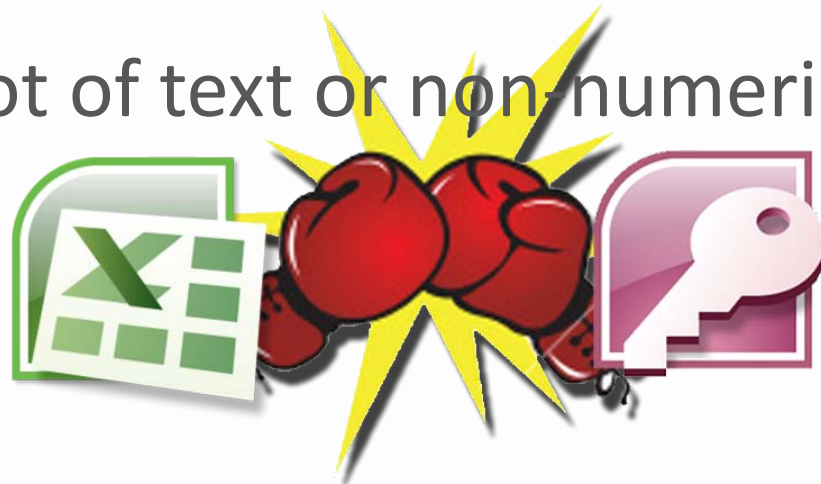
# SECURITY

- Data loss prevention
- User-level data protection
- File-level security
- Restricted access to data

# KEY QUESTIONS

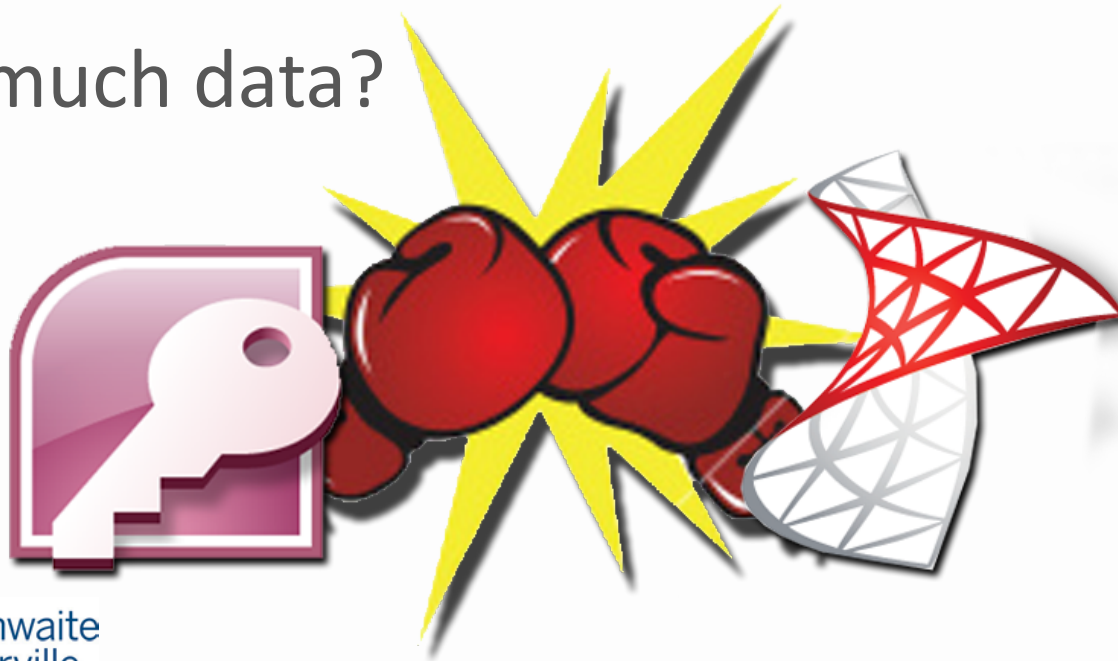
# KEY QUESTIONS (Excel v. Access)

- How do you want to organize your data?
  - Do you have a lot of repetitive data?
  - Do you want to track actions or events?
- Do you need to store and manage or analyze?
- Do you have a lot of data?
- Do you have a lot of text or non-numeric data?



# KEY QUESTIONS (Access v. SQL)

- Will the database support an application?
- How many users will access the database at the same time?
- How much data?



# MUST KNOW FUNCTIONS!

# EXCEL-Must know Functions

- Sumif
- Vlookup
- Concatenate
- Pivot Tables



QUESTIONS?