



Excel 2010 PivotTables

Course EXL-PB - 3 Hours - Instructor-led, Hands on

Introduction

Learn how to create and analyze PivotTable data

Course Objectives

After completing this course, students will be able to:

- Build and format a PivotTable
- Analyze data using PivotTables
- Build PivotTable charts
- Use external data sources to build a PivotTable

Prerequisites

To ensure your success, we recommend you first take the following courses or have equivalent knowledge:

Microsoft Excel 2010 Level 1, Course No. EXL10-1B

Microsoft Excel 2010 Level 2, Course No. EXL10-2B

Course Outline

Module 1: Building a PivotTable

- Insert a PivotTable
- Categorize PivotTable Data
- Filter PivotTable Data
- Use Slicers in Pivot Tables

Module 2: Analyzing Data Using PivotTables

- Create Custom Calculations in a PivotTable
- Customize a PivotTable
- Restructure and Format a PivotTable
- Update PivotTable Data
- View PivotTable Summary Details

Module 3: Presenting PivotTable Data Visually

- Present a PivotTable in a PivotChart
- Print PivotTables and PivotCharts

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>



Module 4: Building Pivot Tables from External Data Sources

- Create a PivotTable from External Data
- Create a PivotTable from Multiple Data Sources