



Microsoft Excel 2013-2016 PivotTables

Course EXL13-P 3 Hours Instructor-led, Hands on

Introduction

Upon successful completion of this 3 hour instructor-led course, you will be able to use Excel 2013-2016 advanced PivotTable functionality to analyze your raw data.

Advances in technology have made it possible to store ever increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic PivotTables to summarize data. But, Excel is capable of doing so much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Course Objectives

After completing this course, students will be able to:

- Prepare data for PivotTable reporting
- Create PivotTables from various data sources
- Analyze data using PivotTables
- Build PivotTable charts

Prerequisites

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

- Microsoft Excel 2013 or Excel 2016 Level 1
- Microsoft Excel 2013 or Excel 2016 Level 2

Course Outline

Module 1: Building a PivotTable

- Inserting a PivotTable
- Categorizing PivotTable Data
- Filtering PivotTable Data
- Using Slicers

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



Module 2: Analyzing Data Using PivotTables

- Creating Custom Calculations in a PivotTable
- Customizing a PivotTable
- Restructuring and Formatting a PivotTable
- Updating PivotTable Information
- Viewing PivotTable Summary Details

Module 3: Presenting PivotTable Data Visually

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

Module 4: Creating PivotTables from Other Sources

- Creating a PivotTable Based on External Data
- Building a PivotTable from Multiple Data Sources