



Excel 2013 - 2016 Power Pivot for End Users Level 1

Course ISI-1483 2 Days Instructor-led, Hands on

Introduction

Power Pivot for Excel is an add-in that you can use to perform powerful data analysis in Excel, bringing self-service business intelligence to your desktop. This two day, instructor-led course is intended for all business professionals including IT professional, developers, managers, project leads, project managers, and team leads, who have not used Power Pivot before.

This course gets you up and running with Power Pivot by teaching you the basics relatively quickly, so that you can import data and create pivot tables and charts for decision making purposes. You will learn how to link data tables, create summary pivot tables and make the data displayed in a pivot table interactive by adding filters, slicers and timelines.

Course Objectives

After completing this course, students will be able to:

- Use the Table Import Wizard
- Import data into the data model
- Create relationships
- Use slicers
- Create pivot tables, pivot charts
- Create KPI's and hierarchies
- Applying conditional formatting
- Add sparklines to a pivot table

Prerequisites

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

- Microsoft Excel 2013/2016 Levels 1, 2 and 3

Course Outline

Module 1: Getting Started With Power Pivot For Excel

- Power BI Tools for Excel
- What is the difference between the 32 and 64-bit versions of Excel?
- Excel Pivot Tables

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- What is Power Pivot and What Can I Use It For?
- Power Pivot Workbooks vs Excel Workbooks
- Using the Data Model vs Excel's VLOOKUP Function
- Data Concepts
- Customize The Quick Access Toolbar in Excel
- Create A Folder For Your Files
- Download More Files
- Enable PowerPivot

Module 2: Quick Tour of Power Pivot

- Let Me See What PowerPivot Can Do
- Open Power Pivot
- Select The Data Source
- Select The Data TO Import
- Save The Power Pivot Workbook
- Create Or Edit The Relationships
- Create the Pivot Table
- Modify a Pivot Table
- Add More Data To The Data Model
- Create The Report Filter
- Relationship Detection And Creation

Module 3: Exploring The Power Pivot Workspace

- Power Pivot Tab On The Excel Ribbon
- Measures Options
- Relationship Options
- Power Pivot Window
- Quick Access Toolbar
- Home Tab
- Design Tab
- Advanced Tab
- Linked Table Contextual Tab
- Shortcut Menus
- Renaming Tables And Columns

Module 4: Using The Table Import Wizard

- Importing Data
- Table Import Wizard
- Select The Data Source
- Select How to Import The Data
- Select and Filter The Data That Will be Imported
- Finish the Import Process

Module 5: Import Data From Databases

- Power Pivot Supported Data Types
- Import Data From A Microsoft Access Database
- Use A SQL Query To Import Data From a Database
- Filter Records Before They Are Imported
- Previewing Data In A View
- Orders Database Import
- How To View All Of The Data In The Data Model

Module 6: Import Data From Non Database Sources

- Importing Data vs Linking Tables vs Pasting Data
- Import Data From An Excel File
- Import Data From A CSV File
- Import A Range Of Data From An Excel File
- Import Data From A Data Feed
- Import Data From Multiple Sources Into One Data Model
- Import Data From A Text File And A Database
- Import Tables From The Same database At Different Times
- Import Data From Databases And Excel Files
- Handling A Corrupt Data Model

Module 7: Linking Tables, Pasting And Appending Data

- Linking Data In Excel To The Data Model
- Link Data In An Excel Table To A Table In The Data Model
- Linking to Non Table Data In Excel
- Create Three Tables In the Data Model From One Worksheet
- Create And Fix Linked Table Errors
- Copy And Paste Data
- Appending Data
- Append Data To A Table In The Data Model
- Appending Bad Data
- Using Percents
- Perspectives
- Create a Date Field Hierarchy
- Modifying Hierarchies
- Create a Pivot Table That Uses Two Hierarchies
- Automating The Refresh Process
- Create A Macro To Automate The Refresh Process

Module 8: Sparklines And Conditional Formatting

- Timelines
- Create Line Chart And Add A Timeline



- Add A Link To A Dashboard
- Create Sparklines
- Handling A Non Consecutive Date Range
- Conditional Formatting
- What Are Rules?
- Managing Rules
- Create Highlight Cells Conditional Formatting
- Create Top/Bottom Conditional Formatting
- Create Data For Conditional Formatting
- Create Nested Conditional Formatting
- Create Conditional Formatting With Icons
- Color Scales
- Create Color Scale Conditional Formatting
- Using the Conditional Formatting Button Options
- Use The Top/Bottom Rules Menu Options