

Microsoft Excel PivotTables

Course EXL-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 2019/365 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.

Features and functions in Office 365 and Office 2019 / 2016 are nearly identical. For this reason, users for all three versions (365, 2019 and 2016) attend the same class. The instructor will explain the few visual differences in the versions to you; just let the instructor know what version you are using.

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 Level 1
- Microsoft Excel Level 2

Course Outline

Module 1: Building a PivotTable

- Inserting a PivotTable
- Categorizing PivotTable data

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

- Filtering PivotTable data
- Using slicers

Module 2: Analyzing Data Using PivotTables

- Create custom calculations in 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