



Half Day Microsoft Excel Pivot Table Essentials

Duration: Half Day (4 hours)

Course Description:

By organizing your data in table formats, you can then easily analyze your data using pivot tables and pivot charts or slicers. These powerful tools are easy to learn and can handle large datasets in minutes.

Course Content

- Introduction to Pivot Tables
 - Understanding the structure of a Pivot Table
 - Working with the Field List
 - Moving and deleting a Pivot Table
- Layout & Design
 - Choosing a Report Layout
 - Showing and hiding totals
 - Setting the style options
 - Applying a style
 - Automatically sorting field items
 - Manually sorting field items
 - Sorting by total values
 - Selecting labels and values
 - Manually formatting a Pivot Table
- Changing the Summary Values
 - Changing the summary calculation
 - Showing values as a % of grand totals
 - Showing values as a % of row or column totals
 - Changing the number format of summary values
 - Changing how empty values and errors appear
 - Displaying source records of a summary value (aka Drilling)
- Grouping
 - Grouping items to create a new field
 - Ungrouping items
 - Grouping numeric or date fields
- Filtering
 - Using the Filter area
 - Using the row or column areas
 - Using Slicers
 - Using a timeline
- Calculated Fields & Items
 - Creating a calculated field
 - Creating a calculated item
- Source Data
 - Refreshing a Pivot Table
 - Changing the source data
- How to create and use Pivot Charts
 - Customizing the layout
 - Using built in chart filters