

Excel Pivot Tables

Course Outline

Course Objective

Our Excel PivotTable Class provides an in depth knowledge of the PivotTable feature. In this course we will introduce students to every Pivot Table feature available thereby significantly enhancing the power of their spreadsheets. The various methods of creating Pivot Tables will be covered as well as tips and tricks on using them. This class is must for those students whom need to analyze large blocks of data with Excel!

Agenda

1. What is a Pivot Table
 - a. Discussion of
2. Scrubbing the data
 - a. Making sure your data is in great shape before making a Pivot Table
3. Creating PivotTables
 - a. Based on a Range
 - b. Based on a Table
 - c. Based on a Data Model
 - d. Based on external database

4. Working with Pivot Tables
 - a. Pivoting data
 - b. Changing what us displayed
5. Drilling down
 - a. Discussion of
 - b. How does drilling down work
6. Grouping
 - a. How to
 - b. Tips and Tricks
7. Sorting
 - a. Default Sorts
 - b. Changing the Sort Order
8. Filtering the PivotTable
9. Calculations
 - a. Calculations on a field
 - b. Calculations on an item
10. Changing the global settings
 - a. The Options Menu
11. The Pivot Table Design
 - a. Changing the Layout
 - b. Working with Themes
12. Pivot Charts
 - a. Creating and customizing

Course Length: 1 Day

Prerequisite: Introductory knowledge of Excel