Focus on Pivot Tables

Bay Software Consultancy Ltd

Duration: ½ Day

Description

This half-day course introduces Microsoft Excel users to the PivotTable tool. Participants will learn how to use pivot tables to summarise data in lists.

Participants will learn how to create pivot tables; manipulate pivot tables to change the way in which data is summarised; create additional fields of information using formulas and use the data from a pivot table to create a chart.

Prerequisites

Excel Intermediate
Basic understanding of pivot tables.

Who Should Take This Course?

Microsoft Excel users who have a working knowledge of pivot tables and need to understand and use pivot tables more fully.

Objectives

✓ Create pivot tables
✓ Format pivot tables
✓ Change pivot table display

✓ Group data in pivot tables
✓ Create calculated fields
✓ Create and use pivot charts

Outline

Working with PivotTables
    Creating Pivot Tables
    Editing Pivot Tables
    Updating information in a Pivot Table
    Adding fields to a Pivot Table
    Removing fields from a Pivot Table
    Changing the fayout of a Pivot Table
    Selecting Pivot Table data

Modifying PivotTables
    Grouping Pivot Table data
    Hiding and showing source details
    Understanding calculated fields
    Adding filters
    Using Slicers (2010 and later versions)
    Creating Pivot Charts