

Course Synopsis

Microsoft Excel

Pivot Tables



Duration: 1 day

What this course will do for you:

When you first meet an Excel Pivot Table, you will probably ask yourself "could I do that?". The answer of course is yes! Unfortunately most people tend to shy away from Pivot Tables, as they see them as too complex and when you first use a Pivot Table the whole thing can seem a bit daunting. This course will give you the skills to use a Pivot Table to produce meaningful information from a table of information. You will learn that with persistence and the ability to manipulate Pivot Tables via 'Trial-and-Error' you will immediately get results.

To get the most out of this course:

You should be a competent Microsoft Excel user.

What you will learn:

What is a Pivot Table?

*Find data that can be analysed by a Pivot Table
Uses and examples of PivotTables*

Construct a PivotTable

*How to Construct a Pivot Table
Add/Remove Pivot Table Fields
Reorganise the PivotTable
Work with multiple Values Areas
Drill down to reveal the source data*

Analysing Data using Pivots

*Summarising values by using different functions
Showing values as Percentages
Comparing totals against a base value
Showing Running Totals
Ranking the values areas to show best to worst
Changing the analysis function in sub-totals*

Filtering and Slicers

*How to filter data using the Report Filter (Page Field)
Filtering data using the Pivot Table filters
Using Slicers to filter and analyse data*

Designing the Pivot Table

*Using different Pivot Table styles
Showing Sub-totals in different positions
Removing Grand Totals
Using Tabular and Outline views
Creating "Flat" Pivot tables
Apply numeric formats to the Data Area*

Grouping Data

*Creating "Ad Hoc" Groups for analysis
Grouping Data by Date e.g. by Year
Grouping on numeric fields to analyse data by range*

Multiple Consolidation Ranges

*Consolidate Data use a PivotTable
Work with Consolidated Data*

Calculated Items and Fields

*Create Calculated Items
Create Calculated Fields
Work the Calculated Items and Fields*

GetPivotData Function

*Use the GetPivotData Function
Construct the function*

PivotCharts

*Create a PivotChart report
Format a PivotChart report
Lay out a PivotChart report
Work with data in a PivotChart report*

Introduction to PowerPivot

*What is PowerPivot
Importing data into PowerPivot
Creating a PowerPivot Pivot table.
Create "Dashboards"*