

# 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  
Sorting Data  
Drill down to reveal 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*

### **Using an Excel Table**

*Use Table Styles to format large amounts of data for readability.  
Use Table Styles to analyse data.  
Creating Pivot Tables from Excel Tables*

### **PivotCharts**

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

### **Introduction to PowerPivot**

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