

MICROSOFT EXCEL 2013 / 2016 PIVOT TABLE WORKSHOP - LEVEL 3 / ADVANCED

Course Code: 6744

Gain an understanding of how to create and format Pivot Tables.

Students will learn how to use PivotTables to summarize and analyze large amounts of data. They will learn about the available tools that are available to assist with this task.

What You'll Learn

Upon successful completion of this course, students will be able to understand, create, and format PivotTables.

Who Needs to Attend

This course is intended for students who have experience working with Excel and would like to learn more about Pivot Tables.

Prerequisites

Previous experience with Office 2013 and Excel Intermediate skills.

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CLASSROOM LIVE

\$355 CAD

1 Day

Classroom Live Outline

Understanding Pivot Tables

- Types of Pivot Table reports
- Source data for Pivot Table reports
- Creating Worksheet Lists

Using Names

- Create a Name
- Using a Name in a Formula
- Creating Names for a Multiple Rows or Columns
- Creating Names for a Value or Formula

Creating a Pivot Table

- Pivot Table Field List
- Completing the Report
- Pivot Table Tools
- Rearranging the Pivot Table
- Changing the Report Field Titles
- Formatting Data Fields

Using the Report Filter

- Displaying Filtered Fields on Separate Worksheets

Formatting the Pivot Table

- Sorting Data
- Removing Data
- Refreshing Data

Using Formulas Functions

- Create a Calculated Field
- Create Implicit Calculated Fields (Previously Called “Measures”)
- Add or Remove Subtotals in a Pivot Table Report
- Display or Hide Details

Working with Multiple Data Ranges

- Setting Up the Source Data
- Using Named Ranges When Source Data is Likely to Expand

Creating PivotCharts

- Creating the Chart
- Moving the Chart to a New Worksheet
- Chart Tools
- Using Pivot Table Data Outside the Pivot Table Report
- Create relationships between data from different sources and between multiple tables in a PivotTable

Creating a Pivot Table from a Database

- Databases You Can Access
- Refreshing the Data

Publishing an Excel Workbook

- When to Use Excel Services

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VIRTUAL CLASSROOM LIVE

\$355 CAD

1 Day

Virtual Classroom Live Outline

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- Types of Pivot Table reports
- Source data for Pivot Table reports
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PRIVATE GROUP TRAINING

1 Day

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