

# MICROSOFT EXCEL 2016 - DATA ANALYSIS WITH PIVOT TABLES

Course Code: 6747

Learn how to use Excel 2016 advanced PivotTable and PivotChart functionality to summarize, analyze and present large amounts of raw data.

In this course, you will learn advanced PivotTable features and how to create PivotCharts. PivotTables and PivotCharts are tools you can use to analyze and summarize your raw data. You will learn how to organize the data in a way that can be meaningfully presented to others.

## What You'll Learn

Upon successful completion of this course, you will be able to use Excel 2016 advanced PivotTable functionality to analyze your raw data.

You will:

- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyze Data Using PivotTables.
- Work with PivotCharts.

## Who Needs to Attend

Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

## Prerequisites

To ensure your success in this course, you should have experience working with Excel 2016 and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables such as provided in our Excel Level 2 course.

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CLASSROOM LIVE

\$355 USD

1 Day

## Classroom Live Outline

### Preparing Data and Creating PivotTables

- Prepare Data
- Create a PivotTable from a Local Data Source
- Create a PivotTable from Multiple Local Data Sources
- Create a PivotTable from an External Data Source

### Analyzing Data Using PivotTables

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change PivotTable Data

### Working with PivotCharts

- Create a PivotChart
- Manipulate PivotChart Data
- Format a PivotChart

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VIRTUAL CLASSROOM LIVE

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1 Day

## Virtual Classroom Live Outline

### **Preparing Data and Creating PivotTables**

- Prepare Data
- Create a PivotTable from a Local Data Source
- Create a PivotTable from Multiple Local Data Sources
- Create a PivotTable from an External Data Source

### **Analyzing Data Using PivotTables**

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change PivotTable Data

### **Working with PivotCharts**

- Create a PivotChart
- Manipulate PivotChart Data
- Format a PivotChart



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PRIVATE GROUP TRAINING

1 Day

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