



Microsoft® Office Excel: PivotTables

Training Course Content

Course Objective: You will create and analyze Pivot Table data.

Target Student: This course is meant for people with a sound working knowledge of Microsoft Excel and general computer proficiency.

Prerequisites: Before starting this course, students are recommended to take the following courses or have equivalent knowledge: Microsoft® Office Excel® Level 1 and Level 2.

Lesson 1: Building a PivotTable

Topic 1A: Insert a PivotTable

Topic 1B: Create a PivotTable from External Data

Topic 1C: Customize a PivotTable

Topic 1D: Refresh a PivotTable

Lesson 2: Analyzing Data using PivotTables

Topic 2A: Create Custom Calculations

Topic 2B: Restructure a PivotTable

Topic 2C: Group and Sort a PivotTable

Topic 2D: Summarize Values by a Variety of Methods

Lesson 3: Presenting PivotTable Data Visually

Topic 3A: Format a PivotTable

Topic 3B: PivotTable Options

Topic 3C: Present Data in a Pivot Chart

Topic 3D: Print PivotTables and Pivot Charts

Lesson 4: Analyzing with a PivotTable

Topic 4A: Use Multiple Value Fields

Topic 4B: Create Calculated Fields

Topic 4C: Use Value Field Properties

Topic 4D: Group Pivot Data

Lesson 5: Filtering a PivotTable

Topic 5A: PivotTables from Multiple Tables (2013/2016 Only)

Topic 5B: Filter by Grouped Data

Topic 5C: Filter by Slicers and Timeline (Timeline is 2013/2016 Only)

Lesson 6: Creating a Pivot Chart

Topic 6A: Create Pivot Chart

Topic 6B: Modify Pivot Chart