



## Microsoft® Office Excel: PivotTables

### Training Course Content

**Course Objective:** You will create and analyze PivotTable 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: Inserting a PivotTable

**Topic 1A:** Insert Pivot from Worksheet Data

**Topic 1B:** Insert Pivot from Table

**Topic 1C:** Insert Pivot from External Data

**Topic 1D:** Insert from Blank Worksheet

#### Lesson 2: Modifying a PivotTable

**Topic 2A:** Sort a Pivot

**Topic 2B:** Move and Delete Pivot

**Topic 2C:** Use Pivot Drop Zones

**Topic 2D:** Rearrange Pivot Fields

#### Lesson 3: Customizing a PivotTable

**Topic 3A:** PivotTable Tools Menu

**Topic 3B:** PivotTable Options

**Topic 3C:** Field Settings

**Topic 3D:** Format a Pivot

#### 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:** Filter with Multiple Row Labels

**Topic 5B:** Filter by Grouped Data

**Topic 5C:** Filter by Slicers

#### Lesson 6: Creating a PivotChart

**Topic 6A:** Create PivotChart

**Topic 6B:** Modify PivotChart

#### Appendix: 2013 Only Content

**Topic A:** Recommended PivotTables

**Topic B:** PivotTables from Multiple Tables

**Topic C:** Filter by Timeline