

MASTERING EXCEL PIVOT TABLES

COURSE OUTLINE



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6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

Audience

This course is tailored for professionals, data analysts, and anyone looking to deepen their understanding and proficiency in using Excel Pivot Tables.

Pre-Requisites:

Participants should have a basic understanding of Microsoft Excel, including familiarity with data entry and basic formulas.

Course Objectives:

By the end of this one-day course, participants will have mastered the art of Excel Pivot Tables, empowering them to efficiently analyze, summarize, and present data for more informed decision-making.



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Course Content

- Introduction to Pivot Tables:
 - Understanding the purpose and benefits of Pivot Tables.
 - Navigating the Pivot Table interface in Excel.
- Data Preparation for Pivot Tables:
 - Importing and organising data for Pivot Table analysis.
 - Cleaning and transforming data for optimal use.
- Creating Pivot Tables:
 - Building Pivot Tables from scratch.
 - Using recommended Pivot Tables and layouts.
- Configuring Pivot Table Fields:
 - Understanding rows, columns, values, and filters.
 - Organizing and customizing fields for desired analysis.
- Data Analysis with Pivot Tables:
 - Utilizing Pivot Tables for summarizing and aggregating data.



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- Creating calculated fields for custom analysis.
- Sorting and Filtering Data:
- Sorting data within Pivot Tables for better presentation.
- Applying filters and slicers for focused analysis.
- Grouping and Subtotaling:
- Grouping data to create meaningful summaries.
- Adding subtotals and grand totals for comprehensive analysis.
- Pivot Charts Integration:
- Creating Pivot Charts for visual representation of data.
- Linking Pivot Tables and Pivot Charts for dynamic analysis.
- Advanced Pivot Table Features:
- Utilizing timeline slicers for date-based analysis.
- Incorporating calculated items and fields for advanced calculations.



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