

MASTERING EXCEL PIVOT TABLES

COURSE CONTENT OVERVIEW

Cust. Satisfaction 98.3% 105.1%

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6 HOURS

DELIVERY METHOD: FACE TO FACE OR VIRTUAL

WHO IS THIS FOR?

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

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:

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COURSE CONTENT

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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