



Excel Pivot Tables

Duration: 3 Hours

Who should attend:

This course is aimed at delegates who need to draw advanced conclusions by summarizing results from large sets of data. Pivot tables take data analysis to the next level, as such this course goes hand in hand with our **Excel Data Analysis** course.

You will what pivot tables are and what they can be used for. You will also learn how to layout a pivot table correctly, how to group data within a pivot table and understand subtotalling. Finally you will learn how to create pivot charts from pivot tables.

Pre-requisites:

Delegates should have attended our **Excel Updating Worksheets** course, our **Excel Formulas and Functions** course, our **Excel Effective Charting** course, and our **Excel Data Analysis** course or have equivalent knowledge of all four courses.

Content

Understanding Pivot Tables

What is a Pivot Table?
Pivot Table Definitions
Pivot Table Source Data

Creating Pivot Tables

Creating a Pivot Table
Layout of a Pivot Table (Row, Column, Data, Page)
Pivot Table Wizard, Toolbar, Options

Managing Pivot Tables

Refreshing a Pivot Table?
Modifying a Pivot Table
Swapping PivotTable Row and Column Headings

Grouping in Pivot Tables

Grouping Selected Items
Grouping Numeric Items Into Ranges
Grouping a Date or Time in a Range
Subtotalling

Creating Pivot Charts

What is a Pivot Chart?
Creating a Pivot Chart