Using PivotTables and PivotCharts in Excel® 2016

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

You already know how to get Excel to perform simple calculations and how to modify your workbooks and worksheets to make them easier to read, interpret, and present to others. But, Excel is capable of doing so much more. To gain a truly competitive edge, you need to be able to extract actionable organizational intelligence from your raw data. In other words, when you have questions about your data, you need to know how to get Excel to provide the answers for you. And that's exactly what this course aims to help you do.

Target Audience

This course is intended for:

- Persons who wish to begin taking advantage of some of the higher-level functionality in Excel to analyse and present data.

Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and skills:

- *Microsoft® Office Excel® 2016/2019: Part 1*
- *Microsoft® Office Excel® 2016/2019: Part 2*

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Create a PivotTable.
- Analyse PivotTable Data.
- Present Data with PivotCharts.
- Filter Data by Using Timelines and Slicers.

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Course Modules

Module 1: Create a PivotTable
- Pivoting
- PivotTables
- Transactional Data
- The Create PivotTable Dialog Box
- The PivotTable Fields Task Pane
- How to Create a PivotTable
- Creating a PivotTable

Module 2: Analyse PivotTable Data
- Start with Questions, End with Structure
- The PivotTable Tools Contextual Tab
- The Value Field Settings Dialog Box
- Summarize and Show Combinations
- How to Analyse PivotTable Data
- Analysing PivotTable Data

Module 3: Present Data with PivotCharts
- PivotCharts
- The PivotChart Fields Task Pane
- PivotChart Filters
- How to Create and Work with a PivotChart
- Presenting Data with PivotCharts

Module 4: Filter Data by Using Timelines and Slicers
- Slicers
- The Insert Slicers Dialog Box
- The Slicer Tools Contextual Tab
- The Report Connections Dialog Box
- Timelines
- The Insert Timelines Dialog Box
- The Timeline Tools Contextual Tab
- How to Insert and Work with Slicers and Timelines
- Filtering Data by Using Slicers and Timelines

ACTIVITIES INCLUDED