Microsoft® Office Excel®: Data Analysis with PivotTables

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

Course Description

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. Participants would have already experienced working with Excel and creating basic PivotTables to summarize data. But Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will allow attendees to gain a competitive edge. They will not only be able to summarize data for analysis, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance of success for everyone involved.

NOTE: This course presents information and skills that are appropriate for users of either the Office 2016 or Office 2019 desktop applications. However, the instructional environment for the delivery of this course utilizes Office 2016.

Target Audience

This course is intended for:

- Experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

Prerequisites

To attend this course, candidates must have:

- Experience working with Excel and PivotTables.
- An understanding of spreadsheet concepts and be comfortable creating basic PivotTables. This level of skills and knowledge can be obtained by taking the following courses:
    - *Microsoft Office Excel 2016 or 2019: Part 1 (Desktop/Office 365™)*
    - *Microsoft Office Excel 2016 or 2019: Part 2*

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Course Objectives

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

- Prepare data for PivotTable reporting.
- Create PivotTables from various data sources.
- Analyse data by using PivotTables.
- Work with PivotCharts.

Course Topics

Module 1: Preparing Data and Creating PivotTables

- Prepare Data
- Create a PivotTable from a Local Data Source
- Create a PivotTable from Multiple Local Data Sources
- Create a PivotTable from an External Data Source

Module 2: Analysing Data by Using PivotTables

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change PivotTable Data

Module 3: Working with PivotCharts

- Create a PivotChart
- Manipulate PivotChart Data
- Format a PivotChart

ACTIVITIES INCLUDED