



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Excel® for Office 2021: Data Analysis with PivotTables

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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## Course Description

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyse data and gain actionable insight is greater than ever. Microsoft Excel for Office 2021 can do this and so much more. This course will teach participants how to harness the power of advanced PivotTable features and create PivotCharts. Participants will not only learn to summarize data for analysis but also organize the data in a way that can be meaningfully presented to others.

## 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 completed the following courses or have the equivalent knowledge and skills:

- *Microsoft® Office Excel® 2021: Part 1*
- *Microsoft® Office Excel® 2021: Part 2*



**Microsoft** Partner

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## Course Objectives

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

- Prepare data for PivotTable reporting and 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

## Course Topics *Continued*

## ACTIVITIES INCLUDED

