



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

Microsoft Excel for Office 365 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 data and gain actionable insight is greater than ever. You already have experience working with Microsoft® 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 help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, 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 for success for everyone involved.

Note: This course presents information and skills that are appropriate for users of Office 365™ applications.

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:

- Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1
- Microsoft® Excel® for Office 365™ (Desktop or Online): Part 2



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.
- Analyze 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: Analyzing 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