

Excel Module: Pivot Tables

If you work with data lists in Excel, then you definitely need Pivot Tables to analyse your work. Pivot Tables have been available since Excel version 5 back in 1994 and have been improved on in every version since. Pivot tables can now be created with a meaningful summary output in less than 10 clicks with the mouse, as long as you know where to click. This short module will take you from preparing your data for a Pivot Table, through summary options, to inserting a custom calculation within the Pivot Table itself. Delivered by Mike Derham, Microsoft User Specialist and ICS-Skills Expert User.

Topics:

- Best Practices for working with data lists (Ideas on storing data for any Excel usage)
- Inserting a Pivot Table
- Using the rows, columns, filter, and values areas
- Formatting fields
- Grouping and ungrouping date fields
- SUM, COUNT, AVERAGE, MAX, and MIN summary options
- Showing values as percentages
- Comparing old values to new values by using show values as a difference from a base item
- Creating a month-on-month running total
- Inserting a custom calculation
- Refreshing Pivot Tables underlying data source
- Inserting a Pivot Chart and customising chart options
- Setting Pivot Table options and setting Pivot Table default options (depending on Excel version)
- Inserting Slicers to visually filter your results

Should You Attend This Module?

If you work with a list of data in Excel then you should attend this short session. No previous usage of Pivot Tables is necessary however you need to have used Excel before for simple data entry and formatting. There are no complex formulas to learn so anyone can learn how to impress their colleagues with detailed analysis of data presented with charts and visual filters.

Duration

This course can be delivered in 3 hours onsite, or 2 hours online