

Microsoft Excel - PivotTables (½ day)

Course Aim

By the end of the course participants will have a good overview of Excel PivotTables and PivotCharts in order to create comprehensive reports from databases.

Course Prerequisites

Previous experience using Microsoft Excel at an Intermediate level is an essential prerequisite for this course.

Course Duration:

½ day: 9:00am - 12:30pm OR 1:00pm - 4:30pm

Inclusions:

Each participant will receive a comprehensive course manual and will have access to relevant exercise files on-line.

What to Bring:

- Note pad & Pen.
- Examples of work from the office.
- Participants are encouraged to bring along a USB flash drive if they want copies of the work done during class.

Course Topics:

PivotTables

- Constructing PivotTables
- Data fields
- Filtering
- Hiding and showing field details
- Creating data groups
- Displaying Source Data
- PivotTable Options
- Formatting PivotTables
- Comparative Calculations
- Calculated fields
- Data Consolidation with PivotTables

PivotCharts

- Creating a PivotChart
- Reorganising Chart Fields
- Filtering Chart Fields