MICROSOFT EXCEL
PIVOT TABLES EXPERT

Use complex functionalities of Pivot Tables and analyse multiple files using the Power Pivot add-in.

ODYSSEY TRAINING™

By **SGS**

X | **1 DAY**

Prerequisites

Participants will need to have attended or be familiar with all the topics covered in the Microsoft Excel Advanced course, including working with named ranges, tables and basic PivotTables.

Expected outcomes

- Create and modify existing PivotTables
- Work with calculated fields and summary tools
- Analyse multiple data sources with the PowerPivot add-in
- Create simple dashboards

Basic PivotTable review

- What is a PivotTable?
- Prepare your data
- Filtering data
- Formatting values
- PivotTable value field properties
- Produce multiple PivotTables
- Grouping date data
- PivotTable format and display
- Classic view
- Create PivotCharts

Pivot Table properties

- Dynamic data ranges
- Use tables as data sources
- Dealing with zeros
- Data drill down
- Refresh PivotTable data

- Change the data source
- Move a PivotTable

Pivot Table views

- Manually sort data
- Group fields
- Work with slicers
- Work with timelines
- Conditional Formatting

Subtotals and summarising

- Manipulate display of totals
- Advanced value field settings

Pivot Table calculations

- Calculated fields
- Calculated field limitations
- Calculated items
- GETPIVOTDATA function

Power Pivot

- Install PowerPivot
- Activate PowerPivot
- Understand PowerPivot
- Import a text file into PowerPivot
- Copy data into PowerPivot
- Create relationships between data
- Create a PivotTable from your data model

Create a dashboard with Power Pivot and slicers

- Collect and link data
- Create PivotCharts
- Create a slicer connected to multiple sources
- Link slicer values to cells

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Who should attend

This course has been developed for people wanting to use more complex functionality of Pivot Tables within Microsoft Excel, including the Power Pivot add-in which allows you to analyse multiple files.

Practical, relevant training developed for the Australian workplace.

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