

# MICROSOFT EXCEL PIVOT TABLES EXPERT

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



## 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 Power Pivot add-in.
- Create simple dashboards.

## Basic review

- what is a Pivot Table?
- prepare your data
- filtering data
- formatting values
- Pivot Table value field properties
- produce multiple Pivot Tables
- grouping date data
- Pivot Table format and display
- classic view
- create Pivot Charts

## Pivot Table properties

- dynamic data ranges
- using a table as a data source
- dealing with zeros
- data drill down
- refresh Pivot Table data
- change the data source
- move a Pivot Table

## 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 Power Pivot
- activate Power Pivot
- understand Power Pivot

- import a text file into Power Pivot
- copy data into Power Pivot
- create relationships between data
- create a Pivot Table from your data model

## Create a dashboard with Power Pivot and slicers

- collect and link data
- create Pivot Charts
- 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.