# MS EXCEL PIVOT TABLE WORKSHOP

## 1 DAY

**Course Description**

Students will learn how to use PivotTables to summarize large amounts of data and analyze large amounts of data. They will learn about the available tools that are available to assist with this task.

**Course Objectives**

Upon successful completion of this course, students will be able to understand Pivot Tables, create and format Pivot Tables.

## COURSE CONTENT

### UNDERSTANDING PIVOT TABLES

- Types of Pivot Table reports
- Source data for Pivot Table reports
- Creating Worksheet Lists

### CREATING A PIVOT TABLE

- Pivot Table Field List
- Completing the Report
- Pivot Table Tools
- Rearranging the Pivot Table
- Changing the Report Field Titles
- Formatting Data Fields

### USING THE REPORT FILTER

- Displaying Filtered Fields on Separate Worksheets

### FORMATTING THE PIVOT TABLE

- Sorting and filtering Data
- Creating slicers
- Removing Data
- Refreshing Data

### USING FORMULAS FUNCTIONS

- Create a Calculated Field
- Add or remove subtotals in a Pivot Table report
- Display or Hide Details

## WORKING WITH MULTIPLE DATA RANGES

- Setting up the source data
- Using named ranges when source data is likely to expand

## CREATING PIVOT CHARTS

- Creating the Chart
- Moving the Chart to a New Worksheet
- Chart Tools
- Using Pivot Table Data Outside the Pivot Table Report
- Create relationships between data from different sources, and between multiple tables in a PivotTable.

## CREATING A PIVOT TABLE FROM A DATABASE OR MULTIPLE TABLES

- Create relationships between data from different sources, and between multiple tables in a PivotTable.
- Refreshing the data

## CREATING AN IMPRESSIVE DASHBOARD REPORT

- Create a dashboard
- Create report connections
- Format slicers

If, time permits:
- Introduction to Power Query to integrate multiple spreadsheets into a single report.