



Course Outline

Excel PivotTable Reports

Prerequisites:

- Skills learned in our Excel Level-1 or Level-2 course or equivalent everyday work experience of using MS Excel.
- Proficiency in Windows environment with excellent mouse skills. Some keyboard skills also required.

Platform:

- Windows PC:
Microsoft Excel 365/2019/2016/2013
- Our Excel training is not compatible with Mac computers. In the past, Mac users have taken our training and applied it to Mac environment on their own.

What is covered in the course?

- What is a PivotTable Report?
- Preparing Data for a PivotTable Report
- Creating My First PivotTable Report
- Formatting Values & Fields
- Drilling Down to View Details
- Filtering to View a Specific Summary
- Using Slicers to Apply the Filters
- Pivoting Fields for Different Emphasis
- Summarizing Values by Different Functions
- Using a Field Multiple Times
- Refreshing the PivotTable Report
- Grouping Text, Numeric & Dates
- Working with Dates & Timeline
- Displaying Single & Multiple Subtotals
- Working with a Calculated Field
- Working with a Calculated Item
- Calculating % of Column & Parent Total
- Ranking Largest to Smallest
- Calculating Running Totals
- Calculations with GETPIVOTDATA Function
- Calculated Fields and Excel Functions
- Converting a PivotTable to Regular Excel Data
- Working with a PivotChart
- Creating a Dynamic Dashboard
- Formatting a PivotTable Report
- Showing Report Filter Pages

Please note: To keep our course content most relevant, we may modify the course outline from time to time based on the feedback received from the past participants. Please check the latest just before registering.