

## About this course

This course provides an in-depth look at PivotTables to give you a thorough understanding of this powerful and popular Excel tool.

You will learn all the steps from setting up your data and building a PivotTable through to formatting, calculating and summarising.

In this course you'll also find out how to present your analysed PivotTable data with PivotCharts and how to simplify filtering with Slicers and Timelines.

## What you'll learn

### Preparing your data

- Using a standard list
- Using an Excel Table
- Using a dynamic data list

### Creating a pivot table

- Rows, columns & value fields
- Changing fields
- Updating & Refreshing data
- Deleting a PivotTable

### Grouping

- Grouping dates
- Grouping numbers
- Grouping text
- Sorting & filtering
- Sorting data
- Using report filter
- Using built in filters

### Slicers

- Creating slicers
- Formatting slicers
- Sharing slicers

### Timelines

- Creating Timelines
- Formatting Timelines
- Calculated fields
- Running totals
- % calculations
- Top & Bottom items
- Calculations with fields

### Extracting data

- Extract summarised details
- Extract using
- GETPIVOTDATA function

### PivotCharts

- Creating a PivotChart
- Changing data

## Get in touch

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