

EXCEL 2007/2010 - PIVOT TABLES WORKSHOP

Unit Standard	116940, 258878
NQF Level	3
Credits	10
Duration	1 Day
Pre- Requisite	Microsoft Excel 2007 Intermediate

SYNOPSIS

In this one-day workshop delegates will learn why and when one can use a PivotTable or PivotChart to analyse and summarise data. This course covers creating and modifying PivotTables, filtering and formatting data, customizing PivotTable options, and creating PivotCharts.

COURSE OUTLINE

- Make Your Data Work For You:
 - Maximize the Power of a PivotTable;
 - Ask the Questions and Get the Answers.
- A Quick Tour:
 - Determine What You Need to Know;
 - The Source is Important;
 - The PivotTable Layout;
 - Where Goes Where;
 - Result of our PivotTable;
 - Viewing our Data Differently.
- Manipulating the PivotTable:
 - Rearrange The Layout;
 - What We Get;
 - Add a New Field;
 - Remove and Field;
 - Rename a Field;
 - Format Numbers;
 - Change the Sort Order & Top 10 AutoShow;
 - Refresh Data.
- Digging Deeper:
 - Create a Quarterly Group;
 - Group Data Manually;
 - Display Subtotals;
 - Hid/Display Grand Total;
 - Format a PivotTable Report.
- Beyond the Basics:
 - Create a Second Data Field;
 - Use Count to Summarize Data;
 - Display Numerical Data as a Percentage of the Total;
 - Create a Custom Calculation;
 - More Functions in Custom Calculation.

- More PivotTable Calculations:
 - Using Formulas;
 - Create a Calculated Field;
 - Create a Calculated Item;
 - Use PivotTable Data Outside the Report;
 - Use GETPIVOTDATA Function;
 - Turn off GetPivotData Function.
- Optional Topics:
 - Create a PivotChart Report;
 - Publish PivotTable Reports to the Web;
 - Use Multiple Ranges as Source Data.

COURSE OUTCOMES

Upon successful completion of this course, learners will be able to demonstrate their ability to:

- Work with and understand PivotTables;
- Use the PivotTable Wizard;
- Modify PivotTable Fields;
- Work with PivotTables and refresh PivotTables;
- Enhance PivotTables;
- Format a PivotTable;
- Create Calculated Fields;
- Create Charts for PivotTables.