

COURSE OVERVIEW

Course Name:
Microsoft Excel 2016:
Maximising Pivot
Tables

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
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Gauteng:

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Cape Town:

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COURSE OVERVIEW

This one-day course provides delegates with the knowledge and skills to use the features and functions of Microsoft Office Excel PivotTable to accomplish analysis tasks.

COURSE OBJECTIVES

You will

- Create a PivotTable.
- Rearrange the layout.
- Change the sort order & top10 auto show.
- Group data manually.
- Use a slicer
- Create a custom calculation.
- Use GETPIVOTDATA function.

COURSE OUTLINE

Lesson 1 - Make Your Data Work for You

- Maximize the Power of Pivot Table
- Ask the Questions You Choose
- Get the Answers You Want

Lesson 2 - Quick Tour

- Determine What You Want to Know
- The Source Is Important
- Ready, Set, Go
- The PivotTable Layout
- What Goes Where
- Our PivotTable Report
- Viewing Our Data Differently

Lesson 3 - Manipulating the Pivot Table

- Rearrange the Layout
- A New Field
- Remove A Field
- Rename A Field
- Format Numbers
- Change the Sort Order & Top 10 Auto Show
- Refresh Data

Lesson 4 - Digging Deeper

- Create a Quarterly Group
- Group Data Manually
- Display Subtotals
- Hide / Display Grand Total
- Format A PivotTable Report
- Use a Slicer
- Format A Slicer

Lesson 5 - Beyond the Basics

- Create a Second Data Field
- Use Count to Summarise Data
- Display Numerical Data as A Percentage of the Total
- Create a Custom Calculation
- Use More Functions in Custom Calculation

Lesson 6 - More Pivot Table Calculations

- Using Formulas
- Calculated Fields
- Calculated Items
- Use GETPIVOTDATA Function
- Turn off GETPIVOTDATA Function