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**Learning Style: Virtual Classroom**

**Technology: Microsoft**

**Difficulty: Beginner**

**Course Duration: 8 Hours**

# Excel 2016/2019 - Data Analysis with PivotTables



## About This Course:

This hands-on course is designed to help participants master the power of PivotTables and PivotCharts in Microsoft Excel 2016/2019 for effective data analysis and reporting. From preparing raw data to generating interactive visual insights, this course guides learners through each step of the data analysis process using Excel's powerful tools.

## Course Objectives:

- Understanding data structure requirements for PivotTables
- Cleaning and organizing raw data
- Using Excel tools to prepare data sets
- Connecting to various data sources (e.g., Excel ranges, external databases)
- Inserting and customizing PivotTables
- Grouping and summarizing data
- Filtering and sorting within PivotTables
- Using Slicers and Timelines for better interactivity
- Applying calculations with calculated fields and items
- Using Value Field Settings (Sum, Count, Average, etc.)
- Displaying data with Show Values As (Percentage, Rank, Difference, etc.)
- Best practices for meaningful data analysis
- Creating PivotCharts from PivotTables
- Customizing PivotChart types and layouts
- Linking PivotCharts with Slicers for dynamic visuals
- Exporting and sharing PivotCharts effectively

## Audience:

- Business Analysts looking to improve data analysis skills and generate impactful reports
- Data Professionals who want to leverage PivotTables and PivotCharts for efficient data visualization
- Excel Users (beginner to intermediate) seeking to enhance their analytical capabilities and master PivotTable features
- Managers and Team Leads who need to make data-driven decisions and present findings in an easily understandable format
- Financial Analysts who frequently work with large datasets and need to

analyze trends and patterns

- Anyone working with large data sets in Excel, including administrative, sales, and marketing professionals

## Prerequisites:

- Basic proficiency with Microsoft Excel, including familiarity with navigating the interface and performing basic functions such as data entry, formatting, and simple formulas.
- A basic understanding of Excel functions like SUM, AVERAGE, and COUNT is recommended but not required.
- No prior experience with PivotTables is needed, though an understanding of data structure and analysis concepts will be beneficial.

## Course Outline:

- Preparing Data for PivotTable Reporting
- Creating PivotTables from Multiple Data Sources
- Analyzing Data Using PivotTables
- Working with PivotCharts