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Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Excel for Office 365/2021: Data Analysis with Pivot Tables



About This Course:

This course is designed to help professionals turn raw data into meaningful insights using Microsoft Excel's powerful Pivot Table and Pivot Chart features. It focuses on analyzing, summarizing, and presenting large datasets efficiently—without complex formulas or coding.

Course Objectives:

- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyze data by using PivotTables.
- Work with PivotCharts.

Audience:

- Business professionals and managers
- Data analysts and reporting professionals
- Finance, sales, and operations teams

Prerequisites:

- Basic knowledge of Microsoft Excel (formulas, worksheets, tables)

Course Outline:

Lesson 1: Preparing Data and Creating PivotTables

Topic A: Prepare Data

Topic B: Create a PivotTable from a Local Data Source

Topic C: Create a PivotTable from Multiple Local Data Sources

Topic D: Create a PivotTable from an External Data Source

Lesson 2: Analyzing Data by Using PivotTables

Topic A: Summarize PivotTable Data

Topic B: Organize PivotTable Data

Topic C: Filter PivotTable Data

Topic D: Format a PivotTable

Topic E: Refresh and Change PivotTable Data

Lesson 3: Working with PivotCharts

Topic A: Create a PivotChart

Topic B: Manipulate PivotChart Data

Topic C: Format a PivotChart