Document Generated: 10/31/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 3.5 Hours

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



About This Course:

We are now living in the age of big data. Data is being collected all the time and for increasingly detailed transactions. This can lead to an overwhelming amount of data, which brings about a need for people who can analyze large amounts of data quickly. Fortunately, Microsoft® Excel® provides Power Pivot to help you organize, manipulate, and report on your data in the best way possible.

Course Objectives:

- Enable and Navigate Power Pivot
- Manage Data Relationships
- Create a Power Pivot Report
- Create Calculations in Power Pivot
- Create a KPI
- Work with Dates and Time in Power Pivot

Audience:

- Business Analysts & Data Analysts
- Finance and Accounting Professionals

Prequisites:

- Microsoft for Office 365/2019: Part 1
- Microsoft for Office 365/2019: Part 2
- Microsoft for Office 365/2019: Part 3

Course Outline:

Getting Started with Power Pivot

- Enable and Navigate Power Pivot
- Manage Data Relationships

Visualizing Power Pivot Data

- Create a Power Pivot Report
- Create Calculations in Power Pivot

Working with Advanced Functionality in Power Pivot

- Create a KPI
- Work with Dates and Time in Power Pivo