

Excel 2013: PivotTables

Modality: On Demand

Duration: 1 Hour

About this course:

First let's have a quick flashback at excel. Shall we? MS Excel is a spreadsheet programme developed by Microsoft in 1985, with the sole purpose of helping businesses compile all their financial data, yearly credit, and yearly debit sheets. Fast forward to the future after 31 years, it is now the most commonly used program for creating graphs and pivot tables. So excited to learn MS Excel? Then you are at the right place! In this course, you'll develop a whole new appreciation for the information in your spreadsheets by analyzing data to gain insights into what it might mean. You'll also learn how to create PivotCharts, Sparklines, and other elements to better represent your data visually.

This online training for Excel 2013 Pivot Tables explores dynamic worksheets that can be reorganized by the user, with data generated from a database or a table. You will learn how to develop a whole new appreciation for the information in your spreadsheets and gain insights into what it might mean. You will also learn how to create Pivot Charts, Sparklines and other elements to better visually represent your data.

Course Objective:

After completing this course, students will have a working understanding of:

- Understanding the benefits of a Pivot Table
- Understanding Pivot Table terminology
- Selecting appropriate data for a Pivot Table
- Using the new Quick Analysis tool
- Laying out a Pivot Table manually
- Using the new Recommended Pivot Table feature
- Using the classic Pivot Table layout in the grid
- Changing how empty cells are displayed
- Formatting a Pivot Table
- Sorting a Pivot Table
- Viewing data detail for an item
- Viewing detail for a data cell
- Excluding row or column items from the data summary

Audience:

This course is intended for:

- Students looking to improve their Excel skills by using Pivot Tables.

Prerequisites:

- Students should have basic understanding of MS Excel.

Suggested prerequisites courses:

- [Excel 2013 Beginner](#)

Course Outline:

Getting Started

- What you'll learn in this training
- Understanding the benefits of a Pivot Table
- Understanding Pivot Table terminology
- Selecting appropriate data for a Pivot Table

Creating and Deleting

- Working without a Pivot Table Wizard
- Using the new Quick Analysis tool
- Laying out a Pivot Table manually
- Using the new Recommended Pivot Table feature
- Using the classic Pivot Table layout in the grid
- Selecting different source data
- Deleting a Pivot Table

Custom Appearance and Layout

- Adding and removing fields from a Pivot Table
- Adding and using the page field
- Changing the data area number format
- Changing how empty cells are displayed
- Formatting a Pivot Table
- Sorting a Pivot Table
- Viewing data detail for an item
- Viewing detail for a data cell
- Excluding row or column items from the data summary
- Grouping Pivot Tables by dates

Printing Options & Copying a Pivot Table

- Printing a Pivot Table with column & row field
- Inserting page breaks after each row item
- Copying a Pivot Table

Summarizing with Totals & Formulas

- Displaying grand totals
- Changing the Data Summary function
- Creating a calculated field
- Inserting a calculated item
- Listing the formula used in a Pivot Table

Refreshing Data

- Refreshing Pivot Table data
- Refreshing data at specific time intervals

Pivot Charts

- Creating a Pivot Chart from an existing table
- Creating a Pivot Chart from scratch
- Changing the layout of a Pivot Chart
- Converting a Pivot Chart to a static chart

Sparklines and Slicers

- Using Sparklines and Slicers
- Creating Sparklines
- Changing the Sparkline type
- Formatting Sparklines
- Viewing the parts of a Slicer
- Creating a Slicer
- Formatting a Slicer

Knowledge Assessments

- Getting Started
- Creating and Deleting

- Custom Appearance and Layout
- Printing Options and Copying a PivotTable
- Summarizing with Totals and Formulas
- Refreshing Data
- PivotCharts
- Sparklines and Slicers