

Microsoft Excel Data Analysis with PivotTables

Modality: Self-Paced Learning

Duration: 10 Hours

SUBSCRIPTION: Learn, Master, Master Plus

About this course:

Let's get to know about Microsoft Excel a bit. For starters, Microsoft Excel is a spreadsheet developed by Microsoft for Windows, macOS, Android and iOS. It features calculation, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. In this intermediate level course you will learn advanced PivotTable features and create PivotCharts. PivotTables and PivotCharts are tools you can use to analyze your raw data, summarize data to analyze it, and organize the data in a way that can be meaningfully presented to others.

The average salary for Microsoft Office Administrator is **\$46,000** per year.

Course Objective:

After completing this course, students will be able to:

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

Audience:

This course is intended for:

- Excel users

Prerequisites:

- Students should have basic knowledge of excel.

Suggested prerequisites courses:

- [Excel 2013 Beginner](#)
- [Excel 2016 Beginner](#)

Course Outline:

Introduction

Module 1: Creating PivotTables

- Lesson 1: Prepping Data Before Creating and Why to Create a PivotTable
- Lesson 2: Creating a PivotTable From Basic Spreadsheet Data
- Module Summary
- Knowledge Check

Module 2: Structuring the PivotTable

- Lesson 1: Discussing the Field List and Placement of Fields
- Lesson 2: Filters and Slicers
- Lesson 3: Creating Groups
- Module Summary
- Knowledge Check

Module 3: Formulas in PivotTables

- Lesson 1: The Uses of Formulas and Why Creating a Formula
- Lesson 2: Changing Value Field Settings
- Lesson 3: Creating User Defined Formulas
- Module Summary
- Knowledge Check

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