Microsoft® Office Excel® 2010
Pivot Tables

Course Description

Course Objective: You will use advanced formulas and work with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects.

Target Student: This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks.

Prerequisites: Before starting this course, students are recommended to take the following Element K course or have equivalent knowledge: Microsoft® Office Excel® 2010: Introduction.

Course Objectives

Upon successful completion of this course, students will be able to:
- ♦ Analyze data using PivotTables, Slicers, and PivotCharts
- ♦ Build PivotTables
- ♦ Create calculations in a PivotTable
- ♦ Present PivotTable data visually

Course Content

Lesson 1: Analyzing Data Using PivotTables, Slicers, and PivotCharts
- ☑ Create a PivotTable Report
- ☑ Filter Data Using Slicers
- ☑ Analyze Data Using PivotCharts

Lesson 2: Building a Pivot Table
- ☑ Insert a PivotTable
- ☑ Create Pivot Table Based on External Data
- ☑ Categorize PivotTable Data
- ☑ Customize a Pivot Table

Lesson 3: Analyzing Data Using PivotTables
- ☑ Create Custom Calculations in a PivotTable
- ☑ Restructure a PivotTable

Lesson 4: Presenting Pivot Table Data Visulally
- ☑ Format a PivotTable
- ☑ Present a PivotTable in a PivotChart
- ☑ Print PivotTables and PIvotCharts