Course Length -- *1 Day*
Course Format ---*Instructor-Led*

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Microsoft® Excel® 365
Data Analysis with Pivot Tables

Course Description

Course Overview: Advances in technology have made it possible to store ever increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic Pivot Tables to summarize data. But, Excel is capable of doing much more. Being able to harness the power of advanced Pivot Table features and create Pivot Charts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Target Student: Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

Prerequisites: To ensure your success in this course, you should have experience working with Excel 365 and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables. You can obtain this level of skill and knowledge by taking the following CompuTrain courses:

- Microsoft® Excel® 365: Introduction
- Microsoft® Excel® 365: Intermediate

Course Objectives

Upon successful completion of this course, you will be able to use Excel 2016 advanced Pivot Table functionality to analyze your raw data. You will:

- Prepare data for Pivot Table reporting and create PivotTables from various data sources.
- Analyze Data Using Pivot Tables.
- Work with Pivot Charts.

Course Content

Lesson 1: Preparing Data and Creating Pivot Tables
- Prepare Data
- Create a Pivot Table from a Local Data Source
- Create a Pivot Table from Multiple Local Data Sources
- Create a Pivot Table from an External Data Source

Lesson 2: Analyzing Data Using PivotTables
- Summarize PivotTable Data
- Organize Pivot Table Data
- Filter Pivot Table Data
- Format a Pivot Table
- Refresh and Change Pivot Table Data

Lesson 3: Working with Pivot Charts
- Create a Pivot Chart
- Manipulate Pivot Chart Data
- Format a Pivot Chart