

Excel Pivot Table

This course focuses on developing skills and knowledge to manipulate large datasets. Using techniques including sort, filter, group and outline and subtotals, you will learn how to quickly summarise large data lists and find important information. You will also learn how to create Pivot Tables and Pivot Charts in Excel to effectively analyse and visualize data and make informed decisions.

Snapshot

Duration: 1 day

Version: 2010, 2013, 2016

Target Audience: Experienced users of Excel who work with large data lists and databases.

Prerequisites: Completion of the MCI Excel Introduction course or equivalent skills and knowledge.

Learning Outcomes

At the end of this program you will be able to:

- Use tools for sorting and filtering data lists
- Use subtotals
- Group data lists and create outlines for quick summary views
- Create and modify Pivot Tables from large data lists and databases
- Create and modify Pivot Charts to visualize large data lists and databases

Course Content

Sorting Data

- Understanding Lists
- Performing an Alphabetical Sort
- Performing a Numerical Sort
- Sorting on More Than One Column
- Sorting Numbered Lists
- Sorting by Rows

Filtering Data

- Understanding Filtering
- Applying and Using a Filter
- Clearing a Filter
- Creating Compound Filters
- Multiple Value Filters
- Creating Custom Filters
- Using Wildcards

Grouping and Outlining

- Understanding Grouping and Outlining
- Creating an Automatic Outline
- Working with an Outline
- Creating a Manual Group
- Grouping by Columns

Summarising and Subtotalling

- Creating Subtotals
- Using a Subtotalled Worksheet
- Creating Nested Subtotals
- Copying Subtotals
- Using Subtotals with AutoFilter
- Creating Relative Names for Subtotals
- Using Relative Names for Subtotals

PivotTables

- Understanding PivotTables
- Recommended PivotTables
- Creating Your Own PivotTable
- Defining the PivotTable Structure
- Filtering a PivotTable
- Clearing a Report Filter
- Switching PivotTable Fields
- Formatting a PivotTable
- Understanding Slicers
- Creating Slicers
- Inserting a Timeline Filter

PivotTable Features

- Using Compound Fields
- Counting in a PivotTable
- Formatting PivotTable Values
- Working with PivotTable Grand Totals
- Working with PivotTable Subtotals
- Finding the Percentage of Total
- Finding the Difference From
- Grouping in PivotTable Reports
- Creating Running Totals
- Creating Calculated Fields
- Providing Custom Names
- Creating Calculated Items
- PivotTable Options
- Sorting in a Pivot Table

PivotCharts

- Inserting a PivotChart
- Defining the PivotChart Structure
- Changing the PivotChart Type
- Using the PivotChart Filter Field Buttons
- Moving Pivot Charts to Chart Sheets