

Excel – Pivot Tables and Pivot Charts

Learn how to create and edit Pivot Tables and Pivot Charts to quickly visualise and analyse large Excel data sets and make better business decisions.

Snapshot

Duration: 90 minute

Level: Intermediate

Pre-requisites: Basic familiarity with Excel formulas

Version: Suitable for 2010, 2013, 2016 and Office 365

Learning Outcomes

- Understand Pivot Tables
- Create a Pivot Table
- Rearrange field items in a Pivot Table
- Create a Pivot Chart

Course Content

- Introduction to Pivot Tables
- Creating a Pivot Table
- Rearranging Fields and Items in a Pivot Table
- Creating Pivot Charts
- Creating a Pivot Chart