

MS Excel Pivot Table – half day

Prerequisites

In order to master Excel Pivot Tables, the learner will need a good understanding of Excel and we recommend the learner to have successfully completed the Excel Advanced Course.

Pivot Tables

- Pivot Tables
- Using the Pivot Table
- Formatting the Pivot Table Data
- Change PivotTable Data Summary
- Add or Remove Fields in a PivotTable
- Create a Report Filter
- Refresh the Pivot Table Data
- Extract PivotTable Data
- Group Data in a Pivot Table
- Create a Pivot Chart
- Show Values As
- Calculations
- Create a Calculated Field
- Create a Calculated Field
- Hiding Items
- Un-hiding Items
- Report Layouts
- Insert Blank Rows in a Report
- Switch Field Headers On and Off
- Switch Subtotals On and Off
- A Reverse Pivot Table