

EXCEL COURSES



DATA ANALYSIS WITH PIVOT TABLES

Level:

For intermediate levels

Prerequisites:

Excel – The Basics and Core Knowledge; knowledge of basic formulas and functions as well as absolute cell references, understanding of database basics.

Audience:

Most suitable for advanced users of Excel who need to perform data analysis and chart reports or dashboards.

Aim:

of this course is to provide students with a set of tools to analyse data captured in a database, summarize values and present it in way that is easy to read in either data form or through a chart. The student will learn to use some of the less known Pivot table tools that allow to greatly enhance the resulting table (chart).

Overview:

Module 1: The Table Tool

- Changing a list into a table
- Formatting a table
- Manipulating data in a table

Module 2: Pivot Tables and Pivot Charts

- Creating a pivot table and adding fields to the drop zones
- Formatting the pivot table and changing the report layout
- Extracting records
- Using reports pages
- Using slicers and timeline
- Creating pivot charts and dashboards
- Using the “Shows values As” feature for advanced analysis

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Full day