GO.COURSES

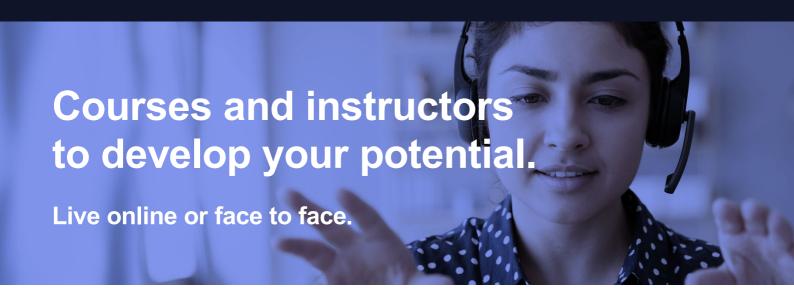# Courses and instructors to develop your potential.

Live online or face to face.

Microsoft Excel Pivot Tables

This course looks at creating professional Excel reports.

Incorporating percentage analyses.

Difference from analyses and field calculations.

Add additional totals by grouping data, then finishes off with Pivot Charts and Slicers to build a user-friendly dashboard.

What will I learn?

LESSON 1

Create a Pivot Table report and manage the report's layout.

LESSON 2

Extract data using Label, Value and report filters.

LESSON 3

Insert and manage Slicers to filter data.

LESSON 4

Generate additional subtotals by grouping both dates and numbers.

Key features

- ✓ Face to face or Live Online
- ✓ Fully certified trainer
- ✓ Get key skills and practical knowledge
- ✓ This course is available for groups and 1-2-1 live online
- ✓ Course materials included
- ✓ Recognised course certificate

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LESSON 5

Output statistics using COUNT, MAX and AVERAGE functions.

LESSON 6

Control Pivot Table number formatting.

LESSON 7

Summarise numbers with percentage analyses.

LESSON 8

Create a Difference From analyses to compare different sets of data.

LESSON 9

Output tailored formula results using Calculated Fields.

LESSON 10

Insert a Pivot Chart to visually represent report data.

LESSON 11

Finish off with a user-friendly front-end dashboard control.