



Microsoft® Excel 2010 Power Pivot

Course Description:

This course is for students with a sound working knowledge of Microsoft Excel 2010 and general computing proficiency, including those who will be using Excel to make business decisions.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: Make use of the PowerPivot add-in to import data from various sources and create a dynamic report.

Upon successful completion of this course, students will be able to:

- Use the PowerPivot application and import data
- Manipulate data in a PowerPivot worksheet
- Create reports using PowerPivot data
- Use Data Analysis Expression (DAX) functions in PowerPivot
- Distribute PowerPivot data

Prerequisite: Excel Levels 1, 2, 3, 4 or comparable Excel experience.

Course Outline

Getting Started with PowerPivot <ul style="list-style-type: none">• Explore the PowerPivot application• Import data from various data sources• Create linked tables	Use DAX Functions in PowerPivot <ul style="list-style-type: none">• Manipulate PowerPivot data using DAX functions• Extract data from tables using functions• Work with time dependent data
Manipulating PowerPivot Data <ul style="list-style-type: none">• Organize and format tables• Create calculated columns• Sort and Filter PowerPivot Data• Create and Manage Table Relationships	Distributing PowerPivot Data <ul style="list-style-type: none">• Protect Reports• Save Reports in Different File Formats
Creating PowerPivot Reports <ul style="list-style-type: none">• Create a PivotTable• Create PivotCharts• Filter Data Using Slicers• Present PivotTable Data Visually	