Microsoft® Excel 365/2021/2019
Data Analysis Using Pivot Tables

Course Description: Participants in this course will learn to analyze data by creating Pivot Tables, Pivot Charts, and utilizing slicers.

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

Course Objectives: To learn to utilize Pivot Tables and Pivot Charts as well as advanced calculation techniques and Slicers.

Upon successful completion of this course, students will be able to:
- Utilize Pivot Tables and Pivot Charts to analyze large sets of data
- Create, modify, and utilize Slicers
- Create advanced calculations using built-in formulas
- Implement Calculated Fields
- Understand and manage Pivot Caches
- Create dashboard reports using Pivot elements

Prerequisite: Excel Level 1, 2, and 3 or comparable Excel experience.

Course Outline

Pivot Tables
- Create and Modify Pivot Tables
  - Static range lists
  - Dynamic range lists
  - Pivot tables options
  - Field settings
  - Change data source
  - Explore design options

Slicers
- Adding slicers
- Modifying slicer Settings
- Managing slicer connections to Pivot Table

Calculated Fields
- Create and manage Calculated Fields
- Documenting Calculated Fields

Pivot Charts
- Create Pivot Charts
- Modify Pivot Charts

Understanding the Role of the Pivot Cache
- Utilizing Pivot Caches
- Managing Pivot Caches

Dashboard Elements
- Create report elements for dashboards
- Implement Conditional Formatting in Pivot Tables
- Advanced functions in Pivot Tables

Bonus Content
Understanding and implementing the GETPIVOTDATA function