



Microsoft® Excel 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. Various “What-if” analysis such as Goal Seek and Data Tables will also be discussed.

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 and receive an introduction to Power View. Explore various “What-if” analysis tools.

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

- Utilize Pivot Tables and Charts to analyze large sets of data
- Understand Table Relationships
- Apply various “What-if” Analysis tools

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
 - Calculated fields
 - Calculated items
 - Filter and Slicers
 - Explore design options
 - GETPIVOTDATA Function

Slicers

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

Pivot Charts

- Create Pivot Charts
- Modify Pivot Charts

Establishing Table Relationships

- Pivot Tables
- Power View

What-if Data Analysis

- Goal Seek
- Creating Scenarios
- Solver
- Data Tables