



# Microsoft Excel PivotTables

Participants on this Microsoft Excel – Pivot Tables half day course will gain hands-on experience and insights into the fundamental aspects of Pivot Tables, including preparing your spreadsheet and working with various Pivot Table options, all without the need to be away from the office for a whole day.

The course assumes a working knowledge of Excel, however, people with limited exposure to the software and those who are entering data into spreadsheets created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Data Preparation

- Preparing Data
- Working with List Data
- Working with Tables

### Working with Text

- Cleaning up Text
- Converting Text to Columns
- Removing Duplicates
- Flash Fill
- Text Functions

### Creating PivotTables

- Building a PivotTable Shell
- Adding Fields
- Grouping Items
- Filtering
- Drilling Down
- Changing Layouts

### Advanced PivotTable Features

- Using Slicers
- Using PivotTable Options
- Creating Calculated Fields
- GetPivotData Function
- Show Report Filter Pages

### PivotCharts

- Preparing the PivotTable
- Creating a PivotChart
- Modifying PivotCharts

### Consolidating PivotTables

- Consolidating Worksheets
- Assigning Multiple Data Ranges to a Field Name
- Analysing the Consolidated Information

**“ Brendon is excellent, he knows his stuff and is clearly passionate about teaching.**

**He is approachable and answered all our questions. He highlighted the most appropriate areas and always mentioned real life examples.**

D. Fonceca