Webinar on

Excel - Demystifying Pivot Tables

Learning Objectives

- *Design and format your Pivot Table reports so that they are easy to read and understand*

- *Summarise your data in different ways including totals, counts and percentages*

- *Use Pivot Tables to turn raw data into meaningful and insightful reports*

- *Use Pivot Tables to create monthly summary reports*

- *Convert a Pivot Table into a visualisation*

- *Structure your raw data in the right way*

Areas Covered

- *Design and format a Pivot Table to make it easy to read and understand*

- *Use Filters and Slicers to limit what is shown in a Pivot Table report*

- *Use cases: Why and when you should use a Pivot Table*

- *Summarise your data - total, count, percent and more*

- *Create a simple Pivot Table with 6 clicks*

- *Your raw data - do's and don'ts*

Best practices for updating a Pivot Table when the source data changes

Display the Pivot Table data in alphabetical or numerical order

Group the Pivot Table data by month, year or quarter

Represent the Pivot Table data as a chart/graph

Hide and show totals and sub-totals

Data drill-down

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This training if you need to use Excel to quickly build reports and summaries or if you simply want to learn how to create Pivot Tables to improve your knowledge of Excel.

PRESENTED BY:

Mike Thomas has worked in the IT training business since 1989. He is a subject matter expert in a range of technologies including Microsoft Office and Apple Mac. In 2012 Mike founded theexceltrainer.co.uk where he has produced nearly 200 written and video-based Excel tutorials. He has recorded several Excel training courses for pluralsight.com and in his career delivered hundreds of courses and webinars on a wide variety of technology-related topics.

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On-Demand Webinar

Duration : 90 Minutes

Price: $200

Webinar Description

Pivot Tables are one of the most powerful tools in Excel's data analysis and Business Intelligence (BI) armoury. With just a few clicks of the mouse (and no complicated formulas!) you can quickly and easily build the reports, dashboards and charts that help you to summarise, analyse, interpret and understand your data which in turn helps you to spot trends and get answers to the important questions on which you base your key business decisions.

Pivot Tables have a reputation for being complicated and scary but by attending this training, you'll be pleasantly surprised at how easy it is to use and create them.

Who should attend ?

You should attend this training if you need to use Excel to quickly build reports and summaries or if you simply want to learn how to create Pivot Tables to improve your knowledge of Excel.

You don't have to be proficient in the use of Excel to attend. If you can create basic worksheets and can copy and paste and apply basic formatting to cells, you'll be able to follow along.

Although the training will be delivered using Excel 2016 for Windows, most of the functionality demonstrated is available in earlier versions of Excel (2007, 2010, 2013).
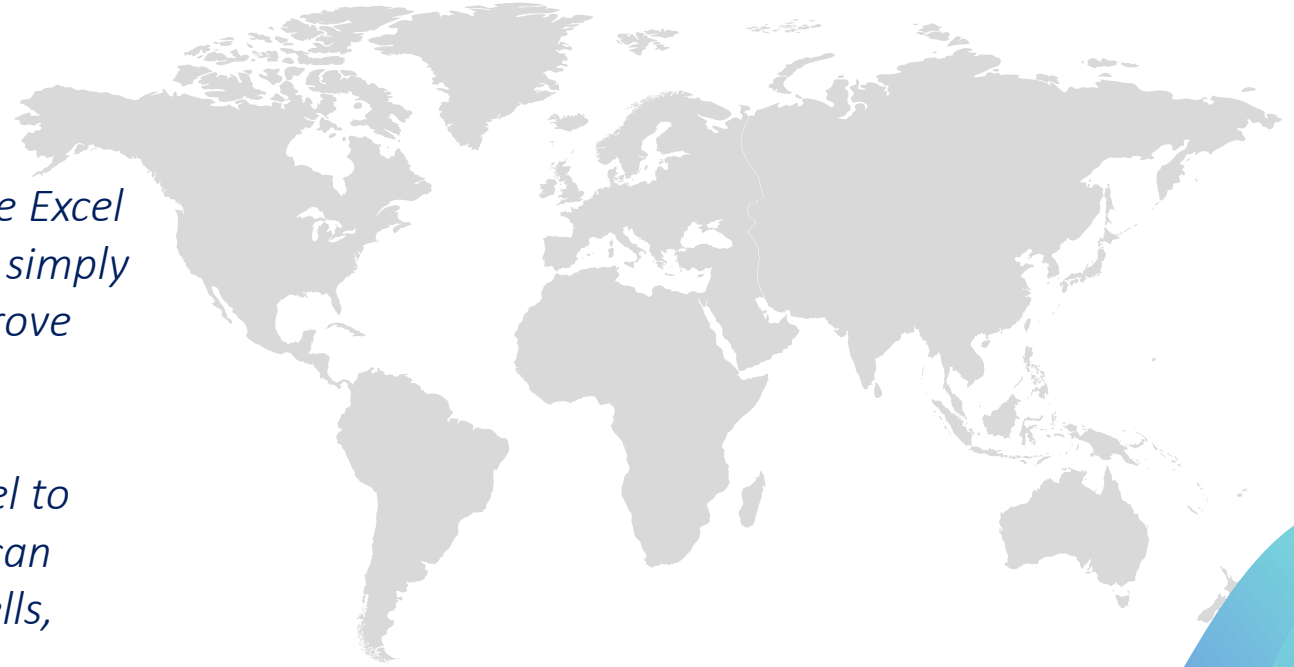
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