

*Webinar on*

# **Using Excel PivotTables To Easily Summarize And Analyze Data**

# • Areas Covered

- ☐ *Create PivotTables and modify their structure*
- ☐ *Filter and Sort the data in a PivotTable*
- ☐ *Change the PivotTable calculations*
- ☐ *Show pivoted data in terms of percentages*
- ☐ *Refresh the PivotTable based on changes in the original database*
- ☐ *Group date fields to view the data over different time periods*
- ☐ *Format a PivotTable*
- ☐ *Drill down to the source of data from a PivotTable*
- ☐ *Use Slicers to make filtering a PivotTable simple*



You'll learn how to use PivotTables to sort your data more efficiently, create multiple customized reports in a few easy steps and gain a powerful new tool to help you make better business decisions.

**PRESENTED BY:**

*Cathy Horwitz - is an independent consultant specializing in Microsoft Office instruction. She has over 30 years of experience as a Microsoft Office instructor. Cathy is proficient in all levels of Excel, Word, PowerPoint, Outlook, and Access.*

On-Demand Webinar

Duration : 75 Minutes

Price: \$200

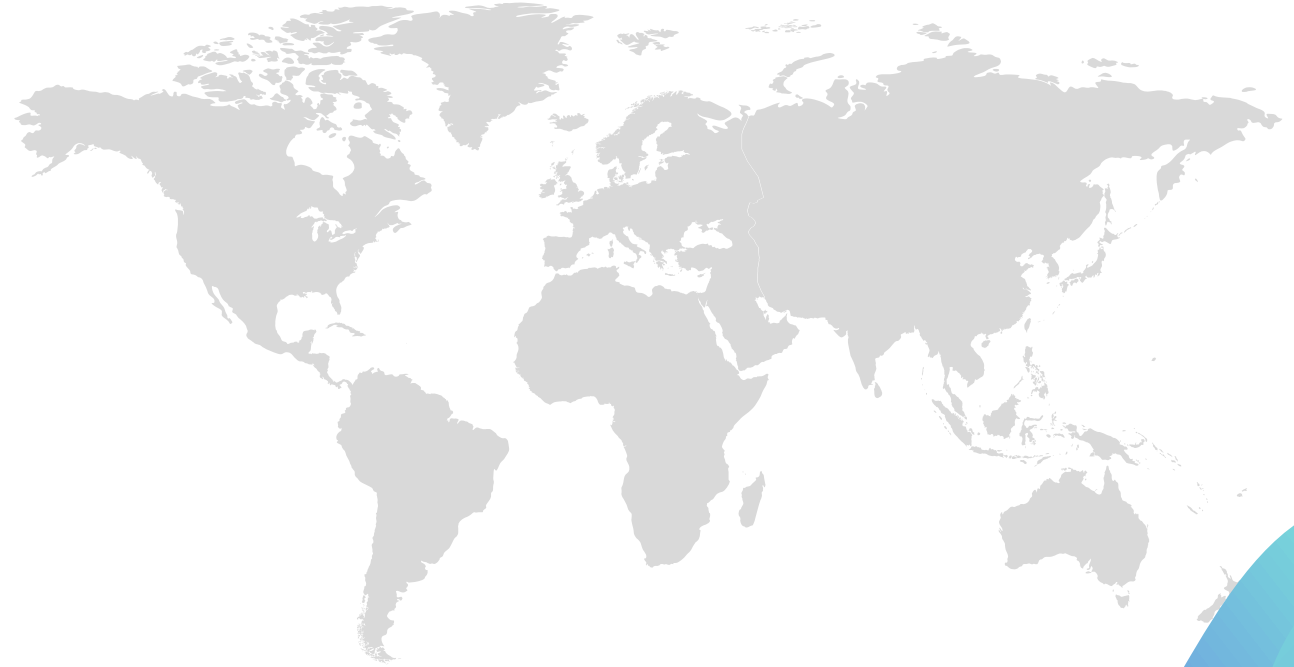
# Webinar Description

The ability to analyze data is a powerful skill that helps make better decisions. Microsoft Excel is one of the top tools for data analysis and PivotTables is arguably the most popular analytic tool. The power of Excel PivotTables and their ability to summarize data in flexible ways enables quick exploration of data and produces valuable insights from the accumulated data. PivotTables are used in many different industries by millions of users who share the goal of reporting the performance of companies and organizations. PivotCharts and Slicers can be used together to visualize data and create easy to use dashboards.



# Who Should Attend ?

- *Business Owners*
- *CEO's / CFO's / CTO's*
- *Managers*
- *Accountants*
- *CPA's*
- *Financial Consultants*
- *IT Professionals*
- *Auditors*
- *Human Resource Personnel*
- *Bookkeepers*
- *Marketers*
- *Anybody with large amounts of Data*
- *Anybody who uses Microsoft Excel on a regular basis, and wants to be more efficient and productive*



# Why Should You Attend ?

*PivotTables can help you sort and sift through large data sets to focus quickly on just the data elements that matter most to your specific needs. In just one fast-paced and informative training session, you'll learn how to use PivotTables to sort your data more efficiently, create multiple customized reports in a few easy steps and gain a powerful new tool to help you make better business decisions. In addition, you will get tips on the easiest way to group your data. Most importantly, when you use the power of PivotTables, you will be saving time and making your job easier.*



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