

Mastering Tables and PivotTables

Length/CPE Hours

7 hours (1 day)

Class Time

8:30 a.m. – 4:15 p.m. Central Time

45-minutes lunch break. 11:30 to 12:15

PREREQUISITE

The student should have an Intermediate to Advanced knowledge of Excel. You will need basic understanding of Excel Level 1 skills.

Who Should Attend?

Excel PivotTables are easy-to-use and help Excel users summarize and analyze data. Intermediate to Advanced Excel users that would like to expand their knowledge of Excel should take this class.

CREATING TABLES AND PIVOTTABLES

- Best Practices for Arranging Data for use with Tables or PivotTables
- Learn the power of Tables
- PivotTable Basics – Field Areas and Ribbons
- Calculating Percentages Using Value Field Settings
- Learn to Refresh and Modify PivotTables
- Work with Slicers and Report Connections
- Understand PivotTable Cache, the Data Source and How to Refresh
- Drilling down into your data
- Work with Recommended PivotTables
- Work with PivotTable Timelines
- Grouping and Ungrouping Data
- The Design Tab and Report Layouts
- Creating PivotTable Charts
- Show Report Filter Pages

ADVANCED PIVOTTABLE TOPICS

- Creating Calculated Fields
- Creating Calculated Items
- Office 365 New Data Options

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.