



Excel Pivot Tables

Length: 1 Day

Format: Instructor-Led, Classroom

Prerequisites: Introduction to and Intermediate Excel or equivalent knowledge.

About Pivot Tables

A Pivot Table is an interactive, customizable way of displaying data that provides flexibility in the way you view and present the data in your worksheet. More than a simple data table, a Pivot Table allows you to group information—by date, value, or by category—and display varying levels of detail.

Course Outline

- Introducing Pivot Tables
- Creating a Pivot Table
- Modifying a Pivot Table
- Summarizing Data
- Formatting a Pivot Table
- Sorting and Filtering within a Pivot Table
- Creating a Pivot Table from External Data
- Creating Calculations in a Pivot Table
- Enhancing Pivot Table Formatting
- Creating a Pivot Table Chart
- Printing and Extracting Data from a Pivot Table

What Comes Next

Excel Pivot Tables

Note

Please use the content in these outlines as a general guide as to the topics that will be taught. We cannot guarantee that all the topics listed in an outline will be covered during your particular class. Based on student need, your instructor may have to adjust the course content to suit your class, unexpected events, as well as the composition and skill level of the students in attendance.

Summit Training



(281) 412-5565 (800) 405-4151
www.summit-train.com