

Excel - Analysing Data using Pivot Tables Course Outline

Duration: 3 Hours

Course Description

Starting off with identifying the main principles around creating a database this course will then look at using one of Excel's most powerful and fun tools. Pivot Tables can help you analyse data by extracting the information you require whilst making the data work for you.

Course objective

By the end of this course delegates will be able to analyse, summarise and present their data in a variety of ways using Sort, Filter, Pivot Tables and Charts.

What will it cover?

Analysing your data

- Data Layout Principles
- Sorting & Filtering Data

Working with Pivot Tables

- Create and Pivot
- Fields
- Formatting
- Layouts

Customising Pivot Tables

- Filtering
- Report Filter Pages
- Data Slicers
- Grouping Fields
- Using Formulae
- Updating Data
- Pivot Table Options

Pivot Charts

- Creating
- Styling & Modifying

Pre-requisites

Delegates should have basic experience of Excel and are able to create Formulae.

Training Process

Delegates will be asked to carry out exercises during the training to reinforce their knowledge.

Courseware

Every delegate will be provided with a USB stick with Revision Exercises and Learning Sheets.