



Excel 2016 Pivot Tables for Windows

Course ID#: 0200-500-16-W

Hours: 4

Course Content

Course Description:

In this course you will learn how to create and modify PivotTables and PivotCharts, as well as how to filter and modify fields to format and group data. In addition you will learn to use the advanced features of PivotTables, such as consolidating multiple workbooks as well as creating and using page fields. Finally, you will learn how to generate PivotTables using imported data from external data sources. This information could be in Access, SQL Tables, the Internet, or other database programs. Understanding how to work with PivotTables and PivotCharts to achieve the results you want is one of the most powerful tools in Excel.

Target Student:

Course will benefit those working with large amounts of data in Excel or database programs and want to create reports based on that data.

Prerequisites:

Excel 2013 or 2016 Level 1

Topics:

Module 1: Creating and Modifying PivotTables

- Creating PivotTables
- Modifying the PivotTable View
- Formatting PivotTables
- Refreshing PivotTables
- Creating/Using Custom PivotTable Styles

Module 2: Filtering and Modifying Fields on PivotTables

- Filtering PivotTables
- Conditional Formatting PivotTables
- Grouping Data in PivotTable
- Using and Formatting a Slicer

Module 3: Creating and Modifying PivotCharts

- Creating a PivotChart
- Formatting PivotCharts

Module 4: Advanced Features of PivotTables

- Consolidating Multiple Workbooks and Ranges
- Using a Generated Page Field
- Creating Your Own Page Field
- Using Calculated Fields and Items

Module 5: Creating PivotTables from External Data

- Importing Data from External Data Sources
- Importing External Data Using the PivotTable Tool
- Creating a PivotTable from an Access Object
- Importing Data Using Microsoft Query Connection

Appendix A

- Unlocking a Slicer
- Custom Slicer Styles
- PivotTable Layout Options

Appendix B

- Troubleshooting Data