

The Magic of Pivot Tables 2013

All you ever wanted to know about Pivot Tables. A fast and easy way to summarise data that has been stored in a list format. Now Pivot Table comes with improved graphics so data manipulated by Pivot Table can be proudly used in presentations.

WHO SHOULD ATTEND: This course takes users to a high level of knowledge using data sets stored in lists. Delegates who have used filters and sorting tools but wish to improve their ability to summarise data will find this session useful.

EXPERIENCE NEEDED: Delegates should have an understanding of the Windows operating system and should have a good understanding of Microsoft Excel or alternatively should have attended our Managing Lists module.

- Why use a Pivot table
 - Summarise data easily
 - Flexibility
- How to create a Pivot table
 - Key principle
 - Identify key areas of a pivot table
 - Use Drill Down, Drill Up, and Cross Drill to get to different levels of detail
- Populate a Pivot table with confidence
 - Drag and drop using visual aid
 - Add a second field to the data section to create the “Data” field name
 - Create a PivotTable that suits your data
- Manipulate the pivot table
 - Enjoy more powerful filtering
 - Use one Field List to create different types of PivotTables
 - Move fields from row to column sections
 - Multiple fields in Row or column sections
 - Use the Field options to create new calculations
 - % of column
 - Running totals
 - Difference between amounts
 - Delete a Pivot Table
- Create a chart using a pivot table
 - Manipulate the chart by changing field
 - Create a standalone PivotChart
 - Delete a chart
- Create new fields
 - Grouping Dates
 - Grouping text