

Excel: Pivot Tables, Pivot Charts and More

Building a Pivot table:

- Understanding pivot tables and charts
- Prepare your worksheet data
- Create a table for your pivot table report
- Understanding the report, row and column layout
- Adding fields/columns to build your pivot table
- Manipulating your pivot table
- Changing the pivot table view

Filtering a Pivot table:

- Applying a report filter
- Changing the report filter layout
- Filter row or column items
- Use search to display multiple items
- Filter a table with a slicer
- Connect a Pivot table to an existing slicer
- Connect a slicer to multiple pivot tables

Creating a Pivot Chart:

- Create a pivot chart from a pivot table
- Change the pivot chart type
- Filter a pivot chart
- Adding items to the chart including titles, legend and data tables

Customizing a Pivot table

- Rename pivot table fields and items
- Change the pivot table summary calculation
- Create a different summary calculation
- Display multiple subtotals for a field
- Insert a custom calculated field or item
- Edit a custom calculation
- Delete a custom calculate
- Building formulas for the pivot table
- Setting pivot table options

More Advanced Pivot table features including (time permitting):

- Importing data for pivot tables from various sources
- Create a PowerPivot data connection
- Create a pivot table from multiple consolidation ranges
- Create a pivot table using external data
- Create a pivot table using PowerPivot
- Automatically refresh a pivot table that uses external data
- Use a pivot table value in a formula