

Microsoft Excel PowerPivot

Duration: 1 Day of Training

Course Description

You will make use of the PowerPivot add-in to import data from various sources and create a dynamic report.

Target Students

This course is for students with a sound working knowledge of Microsoft Excel and general computing proficiency, including those who will be using Excel to make business decisions.

Prerequisites

Excel knowledge, including how to create, edit, format, and print worksheets that include charts and sorted and filtered data is required. You should also know how to write and edit simple formulas. Students are also recommended to take the following courses, or have equivalent knowledge:

- Microsoft Excel Introduction
- Microsoft Excel Intermediate
- Microsoft Excel Advanced

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

Upon successful completion of this course, students will be able to:

- Become familiar with the PowerPivot application and import data
- Manipulate data in a PowerPivot worksheet
- Create reports using PowerPivot data
- Use DAX functions in PowerPivot
- Distribute PowerPivot Data

Course Content

Lesson 1: Getting Started with PowerPivot

- Topic A: Explore the PowerPivot Application
- Topic B: Import Data from Various Data Sources
- Topic C: Refresh Data from a Data Source
- Topic D: Create Linked Tables

Lesson 2: Manipulating PowerPivot Data

- Topic A: Organize and Format Tables
- Topic B: Create Calculated Columns
- Topic C: Sort and Filter PowerPivot Data
- Topic D: Create and Manage Table Relationships

Lesson 3: Creating PowerPivot Reports

- Topic A: Create a PivotTable
- Topic B: Create PivotCharts
- Topic C: Filter Data Using Slicers
- Topic D: Present PivotTable Data Visually

Lesson 4: Using DAX Functions in PowerPivot

- Topic A: Manipulate PowerPivot Data Using DAX Functions
- Topic B: Extract Data from Tables Using Functions
- Topic C: Work with Time Dependent Data

Lesson 5: Distributing PowerPivot Data

Topic A: Protect Reports

Topic B: Save Reports in Different File Formats

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