

Microsoft Excel Data Analysis with PivotTables

Duration: 1 Day of Training

Course Description

Advances in technology have made it possible to store ever increasing amounts of data. Along with this, the need to analyse that data and gain actionable insight is greater than ever. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyse, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Target Students

Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

Prerequisites

To ensure your success in this course, you should have experience working with Excel and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables. You can obtain this level of skill and knowledge by taking the following courses:

- Microsoft Excel: Introduction
- Microsoft Excel: Intermediate

Delivery Method

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

Course Objectives

Upon successful completion of this course, you will be able to use Excel advanced PivotTable functionality to analyse your raw data.

data for PivotTable reporting and create PivotTables from various data sources.

you will:

- Prepare Data Using PivotTables.
- Work with PivotCharts.

Course Lesson 1: Preparing Data and Creating PivotTables

Topic A: Prepare Data

Topic B: Create a PivotTable from a Local Data Source

Topic C: Create a PivotTable from Multiple Local Data Sources

Topic D: Create a PivotTable from an External Data Source

Lesson 2: Analysing Data Using PivotTables

Topic A: Summarize PivotTable Data

Topic B: Organize PivotTable Data

Topic C: Filter PivotTable Data

Topic D: Format a PivotTable

Topic E: Refresh and Change PivotTable Data

Lesson 3: Working with PivotCharts

Topic A: Create a PivotChart

Topic B: Manipulate PivotChart Data

Topic C: Format a PivotChart Content

Infero Training Ltd reserves the right to improve the specification and format of its courses for the benefit of its customers without notice to the customer.