

Excel 2013 PivotTables

Length: ½ Day

Experience Needed: Excel 2013 Intermediate, or applicable experience

Upon Completion of this Course, Students Should be able to:

- Build a PivotTable
- Analyze data using PivotTables
- Present PivotTable data visually

COURSE CONTENT

1: BUILDING A PIVOTTABLE

- Insert a PivotTable
- Create a PivotTable Based on External Data
- Categorize PivotTable Data
- Customize a PivotTable

2: ANALYZING DATA USING PIVOTTABLES

- Create Custom Calculations in a PivotTable
- Restructure a PivotTable

3: PRESENTING PIVOTTABLE DATA VISUALLY

- Format a PivotTable
- Present a PivotTable in a PivotChart
- Print PivotTables and Pivot Charts

APPENDIX A: SOLVERS

APPENDIX B: GOAL SEEK

APPENDIX C: TROUBLESHOOTING PIVOTTABLES