

Excel 2016 – Data Analysis with Pivot Tables

Length: ½ Day

Experience Needed: Excel 2016 – Advanced, or relevant experience

Summary: Upon successful completion of this course, you will be able to use Excel 2016 advanced Pivot Table functionality to analyze your raw data:

- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyze Data Using PivotTables.
- Work with PivotCharts

COURSE CONTENT

1: PREPARING DATA AND CREATING PIVOT TABLES

- Prepare Data
- Create a Pivot Table from a Local Data Source
- Create a Pivot Table from Multiple Local Data Sources
- Create a Pivot Table from an External Data Source

2: ANALYZING DATA USING PIVOT TABLES

- Summarize Pivot Table Data
- Organize Pivot Table Data
- Filter Pivot Table Data
- Format a Pivot Table
- Refresh and Change Pivot Table Data

3. WORKING WITH PIVOT CHARTS

- Create a Pivot Chart
- Manipulate Pivot Chart Data
- Format a Pivot Chart