

# Advanced Pivot Table Techniques in Microsoft Excel

Course Code: ASKEP8

Course Duration: 1 day (8 hours), 9:00am – 5:00pm

Course Fee: \$299.60 (Inc. GST) per participant, SDF grant entitled.

Course Dates: Refer to <http://asktraining.com.sg/calendar>

Excel's most powerful analytical tool is the PivotTable. In this course, you'll be taught how to leverage PivotTables to summarize, sort, count, and chart your data in Microsoft Excel. This course shows you how to navigate the complexity of PivotTables while taking advantage of their power. You will learn how to build PivotTables from single or multiple data sources, add calculated fields, filter your results, and format your layout to make it more readable.

**Pre-requisite:** You must have attended Excel Basic or has been using Excel for the past three years continuously with basic knowledge on Excel chart. You must also know how to use Excel basic functions.

**Methodology:** This is a one-day hands-on course. The trainer will explain on the topic and then guide you through with step-by-step practice. You will be provided with real life scenario for individual topics so that you can apply what is being taught. After the hands-on practice on every topic, you'll have a short Q & A session.

## Course Objective:

- Preparing data source to use in Pivot Table
- Creating a PivotTable
- Get data from external source
- Summarizing multiple data fields
- Managing subtotals and grand totals
- Grouping PivotTable fields
- Filtering with selections, rules, search filters, slicers, and timeline
- Applying PivotTable styles
- Formatting cells with conditional formatting
- Show different calculations in PivotTable value fields
- Create calculated fields using formulas
- Create calculated items with combine fields
- Creating PivotCharts



+65 6484 6723



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[information@asktraining.com.sg](mailto:information@asktraining.com.sg)

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## Who should attend:

- People who wants to learn how to create Pivot Table in a proper way
- People who wants to go beyond the basic Pivot Table like using formula to create calculated fields
- People who wants to summarize their data in different ways
- People who wants to generate more reports which is hard to achieve in normal spreadsheet
- People who wants to generate chart that can be change easily using Pivot Table

## Things to bring during the course:

- A laptop (preferable your personal laptop)
- Laptop power adaptor
- A USB mouse
- A USB thumb drive or hard-disk
- Software requirement: Microsoft Excel version 2010-2019 or Office 365

## Course Outline:

- Introduction to PivotTable
- Preparing data source to be use in PivotTable
- Creating the PivotTable
- Using external data source in PivotTable
- About PivotTable Fields Pane
- About PivotTable structure
- Building up the PivotTable
- Pivoting the PivotTable
- Show report filter pages
- Removing field from the PivotTable
- Managing PivotTable
- Grouping fields
- Sorting and filtering PivotTable data
- Refreshing PivotTable
- Formatting the PivotTable
- Summarizing PivotTable Data
- Working with PivotChart
- Printing PivotTables & PivotChart
- Grouping problem and solution
- Calculation in PivotTable
  - Calculated field
  - Calculated Item
  - Calculations in Show Value As
- Converting a crosstab data into normal data list (optional)
- Using multiple source data (optional)



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