



**@ASK Training**  
Attitude | Skills | Knowledge

# Advanced Pivot Table Techniques in Microsoft Excel

**Course Code:**  
ASKEP8

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

**Course Fee:**  
\$360 (\$392.40 Inc. 9% GST) per participant

UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

**Course Dates:**  
<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

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. You will also learn how to navigate the complexity of PivotTables to take advantage of their power.

By the end of the course, you will be able to build PivotTables from single or multiple data sources, add calculated fields, filter your results, and format your layout to make it more readable.

## Course Objectives

At the end of the 1-day course, you will learn to:

- Prepare data source and create a PivotTable
- Summarize multiple data fields, Manage subtotals and grand totals,
- Create Grouping of PivotTable fields
- Perform filter with selections, rules, search filters, slicers, and timeline
- Apply PivotTable styles and format cells with conditional formatting
- Show different calculations in PivotTable value fields
- Create calculated fields using formulas and create calculated items with combine fields
- Create PivotCharts

## 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)

## Pre-requisite & Methodology

You must have attended Excel Advanced or have been using Excel for the past three years continuously with basic knowledge on setting up Pivot Tables. You must also know how to manage data sets task such as sorting & filtering.

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.

### 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

## Speak to a Course Consultant

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