Microsoft Excel

PREREQUISITES

- (≥ 16 years old); or
- 1 year working experience

You must have attended Excel Advanced or has 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.
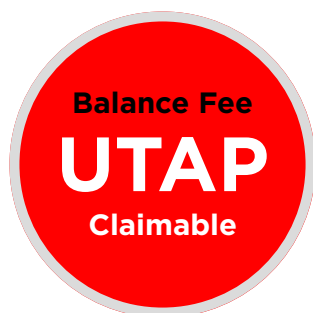
DURATION

📅 **1 Day**
🕐 **9 AM - 5 PM**

COURSE DATES

https://asktraining.com.sg/course-schedule/

Course Code: **ASKEP8**

Balance Fee
UTAP
Claimable

Full Course Fee:
S$392.40
(inclusive of 9% GST)

Advanced Pivot Table Techniques in Microsoft Excel

Course Description

Excel's most powerful analytical tool is the PivotTable. In this course, you'll be taught how to leverage PivotTables to summarise, 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

- ✓ Prepare data source and create a PivotTable
- ✓ Summarise 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

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)

Managing PivotTable

- Grouping fields
- Sorting and filtering PivotTable data
- Refreshing PivotTable
- Formatting the PivotTable
- Summarising PivotTable Data