

Excel 2016/2019 - Data Analysis with PivotTables

Overview

Being able to harness the power of PivotTable features & create PivotCharts will help students gain an edge. Not only will students be able to summarize data to analyze, but they can organize the data in a way that can be meaningfully presented to others.

Target Audience

Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

Course Objectives

Upon successful completion of this course, you will be able to use Excel 2016 advanced PivotTable functionality to analyze your raw data. You will:
Prepare data for PivotTable reporting and create PivotTables from various data sources.
Analyze Data Using PivotTables.
Work with PivotCharts.

Course Outline

1 - Preparing Data & Creating PivotTables

Topic A: Prepare Data
Topic B: Create a PivotTable from a Local Data Source
Topic C: Create a PivotTable from Multiple Local Data Sources
Topic D: Create a PivotTable from an External Data Source

2 - Analyzing Data Using PivotTables

Topic A: Summarize PivotTable Data
Topic B: Organize PivotTable Data
Topic C: Filter PivotTable Data
Topic D: Format a PivotTable
Topic E: Refresh and Change PivotTable Data

3 - Working with PivotCharts

Topic A: Create a PivotChart
Topic B: Manipulate PivotChart Data
Topic C: Format a PivotChart