

Microsoft Excel Training

Pivot Tables made easy



Course Objectives

- Create databases in Microsoft Excel
- Do's and Do not's of creating databases in Excel
- Work with Pivot Tables to generate calculations
- Create Pivot Charts

Customisation

StressLess Learning works in partnership with clients to customise and refine all course content and duration to suit both organisational goals and individual learners requirements.

All course outlines are therefore to be used as a guide only.

Duration

Flexible

Prerequisites

Introduction to Microsoft Excel or have a good understanding of the basic features of Microsoft Excel.

Course Outline

Pivot Tables

- What is a Pivot Table
- Understand how PivotTables summarise data
- Create a PivotTable
- Work with the Pivot Table layout
- Change designs
- Sort and filter a PivotTable
- Refresh a PivotTable
- Change the data source

- Group data by row labels
- Format numbers within a Pivot Table
- Create calculated fields

Pivot Charts

- Create Pivot Charts
- Format Pivot Charts