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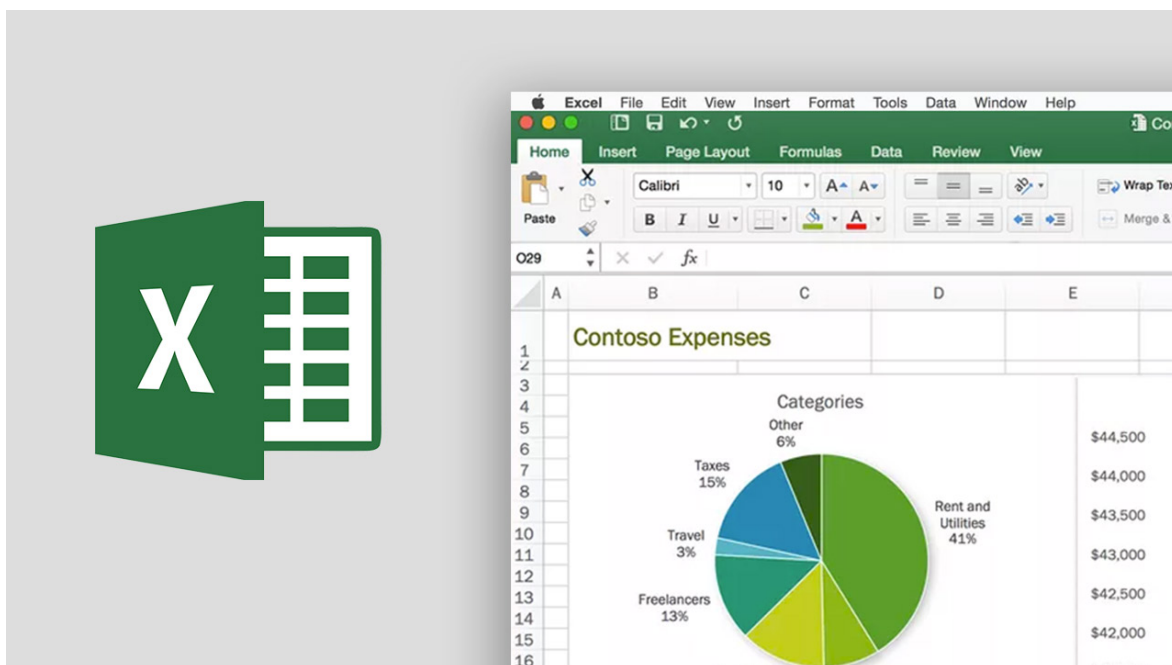
Learning Style: On Demand

Provider: Microsoft

Difficulty: Intermediate

Course Duration: 10 Hours

Microsoft Excel Data Analysis with PivotTables



About this Course:

Microsoft Excel is an incredibly common and easy-to-use spreadsheet program designed and developed in the year 1985. The invention of Excel and Digital Spreadsheets entirely streamlined business processes allowing businesses to compile and gather financial records and business data seamlessly. Nowadays, Microsoft Excel is commonly used to create and develop Pivot Tables & Graphs.

This intermediate-level course is designed to help professionals with entry-level knowledge and understanding of Microsoft Excel learn the art of creating Pivot Tables in Microsoft Excel 2013. Focusing on data visualization, this course aims to help professionals learn the art of presenting data with ease using Spark Lines and

other Excel visualization features. This online training program helps professionals explore dynamic worksheets and nurture their skills and knowledge of Microsoft Excel 2013.

Course Objectives:

The core objective of this course is to help professionals develop a better understanding and sound knowledge of the following key concepts:

- Pivot Table Essentials and Benefits
- Terminologies used in Pivot Table
- Data Selection for Pivot Table
- Using the Quick Analysis Tool
- Manual Layout of Pivot Table
- New Features of the Pivot Table
- Grid Applications of Pivot Table Classic Layout
- Pivot Table Formatting Essentials and Fundamentals
- Pivot Table Management and Sorting
- Detailed Data Viewing for Items & Cell Details
- Item Exclusion from Rows and Columns of the Data Summary

Audience:

- Microsoft Excel Beginners and Entry-Level Professionals
- Professionals striving to Improve Excel Skills and Learn about Pivot Tables
- Candidates willing to learn Excel from a Business Analysis & Productivity Standpoint

Prerequisites:

There are no prerequisites for the Excel 2013: Pivot Tables Course. However, it is highly encouraged for professionals to keep in mind the following recommendations:

- Fundamental Knowledge of Working with Microsoft Excel 2013
- Excel 2013 Beginner Course is Recommended before registering in this course

Course Outline:

Introduction

Module 1: Creating PivotTables

- Lesson 1: Prepping Data Before Creating and Why to Create a PivotTable
- Lesson 2: Creating a PivotTable From Basic Spreadsheet Data
- Module Summary
- Knowledge Check

Module 2: Structuring the PivotTable

- Lesson 1: Discussing the Field List and Placement of Fields
- Lesson 2: Filters and Slicers
- Lesson 3: Creating Groups
- Module Summary
- Knowledge Check

Module 3: Formulas in PivotTables

- Lesson 1: The Uses of Formulas and Why Creating a Formula
- Lesson 2: Changing Value Field Settings
- Lesson 3: Creating User Defined Formulas
- Module Summary
- Knowledge Check

Course Summary

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