

# Course Outline | Excel Pivot Tables

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1 day(s)

## Overview

### Level

Pivot Tables

### Version

2016

## What Will You Learn

In particular you will be able to:

- Prepare Data for Pivot Table reporting and create Pivot Tables from various data sources
- Analyze Data Using Pivot Tables
- Work with Pivot Charts

## About This Course

Technology advances have made it possible to store ever increasing quantities of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic Pivot Tables to summarize data. However, Excel is capable of doing a lot more. Being able to harness the power of advanced Pivot Table features and create Pivot Charts will help you to gain a competitive edge. You will be able to summarize data for you to analyze, and organize the data in a way that can be meaningfully presented to others. This can result in data-driven business decisions that have a better chance for success for the organization.

## Course Outline

### Preparing Data and Creating PivotTables

- Prepare Data
- Create a PivotTable from a Local Data Source
- Create a PivotTable from Multiple Local Data Sources
- Create a PivotTable from an External Data Source

### Analyzing Data Using PivotTables

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change PivotTable Data

### Working with PivotCharts

- Create a PivotChart
- Manipulate PivotChart Data
- Format a PivotChart