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Microsoft® Office Excel® 2016: Data Analysis with PivotTables

Course length: .5 day(s)

Course Description

Advances in technology have made it possible to store ever increasing amounts 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 PivotTables to summarize data. But, Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Target Student:

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

Prerequisites

To ensure your success in this course, you should have experience working with Excel 2016 and PivotTables. You should already understand spreadsheet concepts and be comfortable creating and analyzing basic PivotTables. You can obtain this level of skills and knowledge by taking the following courses:

- *Microsoft® Office Excel® 2016: Part 1*
- *Microsoft® Office Excel® 2016: Part 2*

Course Content

Lesson 1: Preparing Data and 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

Lesson 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

Lesson 3: Working with PivotCharts

Topic A: Create a PivotChart

Topic B: Manipulate PivotChart Data

Topic C: Format a PivotChart