

Excel 2013 PivotTables

Audience	This course is appropriate for those who know the spreadsheet techniques of Excel 2013 or previous versions . Learners should be able to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; manage worksheets; link worksheets and workbooks. It would be helpful, but not required, to attend Excel Level 2.
Description	This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize learners with list design, PivotTables, and PivotCharts in Excel 2013. You will learn how to create a list suitable for use in PivotTables, and take the information from a list (or spreadsheet) and create PivotTables and PivotCharts.
Objectives	After completing the class, and with independent practice, learners should be able to: <ul style="list-style-type: none">■ Create a suitable list for use in PivotTables■ Edit data through the data form or the worksheet■ Convert a data list to an Excel Table■ Sort and number a list■ Create, edit and total PivotTables■ Change calculations and format PivotTables■ Group and hide data in PivotTables■ Use slicers and timelines to filter PivotTable data■ Create a PivotChart
Length	½ day

I. Creating a Data List

- A. Recognizing a Data List
- B. Creating a Data List
- C. Editing a Data List using a Form
- D. Converting Data Lists to an Excel Table
- E. Creating Formulas in an Excel Table
- F. Sorting a List in an Excel Table
- G. Numbering the Excel Table

II. PivotTables and PivotCharts

- A. What is a PivotTable or PivotChart?
- B. Creating a PivotTable
- C. Modifying a PivotTable Layout
- D. Changing PivotTable Appearance and Subtotals
- E. Controlling PivotTable Calculation and Formatting
- F. Grouping and Sorting PivotTable Fields
- G. Adding a Timeline
- H. Using Multiple Data Lists in a PivotTable
- I. Creating PivotCharts



