Excel Basic PivotTables-Online

Audience   This course is appropriate for learners who know the spreadsheet techniques of Excel. Learners should be able to create absolute and mixed cell references; use functions; work with multiple sheets in a workbook; freeze titles; set print titles and page breaks; create names; link worksheets and workbooks. It would be helpful, but not required, to have taken the Excel Level 2 course.

Description   The course uses a combination of lecture and hands-on practice (with independent exercises after class) to familiarize students with list design, PivotTables and PivotCharts in Excel. Students will learn how to create a list suitable for use in PivotTables and use the information from the list (or spreadsheet) and create PivotTables and PivotCharts. These tools provide the Excel user with methods to quickly analyze information for decision making.

Objectives   After completing the class, students should be able to:

- Create a list suitable for use in PivotTables
- Edit data through the data form or the worksheet
- Sort and number a list
- Create a PivotTables
- Edit and total a PivotTables
- Change calculations and format in a PivotTables
- Group and hide data in a PivotTables
- Create a PivotChart

Length   3 hours

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. Creating PivotCharts