

# Excel PivotTables

<b>Audience</b>	This course is appropriate for those who know the spreadsheet techniques of Excel 2016 <b>or previous versions</b> . 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.
<b>Description</b>	This course uses a combination of lecture, hands-on practice, and independent exercises to familiarize learners with list design, PivotTables, and PivotCharts in Excel. You will learn how to create a list suitable for use in PivotTables, take information from a list (or spreadsheet) and create PivotTables and PivotCharts.
<b>Objectives</b>	After completing the class, and with independent practice, learners should be able to: <ul style="list-style-type: none"><li>■ Create a suitable list for use in PivotTables</li><li>■ Edit data through the data form or the worksheet</li><li>■ Convert a data list to an Excel Table</li><li>■ Sort and number a list</li><li>■ Create, edit and total PivotTables</li><li>■ Change calculations and format PivotTables</li><li>■ Use Slicers and Timelines to filter PivotTable data</li><li>■ Create a PivotChart</li></ul>
<b>Length</b>	½ day

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## 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 Slicers and Timelines
- H. Using Multiple Data Lists in a PivotTable
- I. Creating PivotCharts



