Pivot Tables:
How to Organize, Summarize and Analyze Data

Course Description

This course will help you get out from all of that data. It will show you how to quickly organize and summarize your data so that you can analyze it. The course covers everything that you need to know about pivot tables. It starts with having you create a pivot table and then modify and format it. It discusses how to drill down as well as how to create multiple reports from one pivot table. It also discusses how to create and add other formulas and items to an existing pivot table. Finally, it shows you how to update your pivot table with new data without recreating it every time. This is one of, if not the best, feature in Excel. Pivot Tables are a huge time saver if you are working with lots of data.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase

Course Level: Intermediate Excel User.
CPE Credits: 5 (CPA)
Category: Computer Software and Applications
Prerequisite: A good understanding of Excel. This course is designed for users of Excel 2019 and Microsoft 365 users, but Excel 2010 and 2013 users should experience little difficulty.
Advanced Preparation: None

Course Learning Objectives

After studying this chapter you will be able to:

1. Identify a PivotTable and its components and defaults
2. Identify the steps needed to create a Pivot Table
3. Recognize the steps needed to modify and format a pivot table
4. Recognize how to use and modify slicers
5. Recognize how to create fields, items and calculations in a Pivot Table
6. Identify how to change and or update underlying data
7. Recognize how to create a PivotTable Chart and how it differs from a regular chart
8. Identify methods to update a pivot table and locate its data source