



Microsoft PivotCharts

Skill Level: Advanced

PivotTable reports are used to summarize, analyze, explore and present large amounts of data. Once a PivotTable is built, use a PivotChart report to visualize the data, and to easily see comparisons, patterns, and trends. Both a PivotTable report and a PivotChart report enable you to make informed decisions about critical data in your enterprise.

A PivotChart report provides a graphical representation of the data in a PivotTable report. In this class we will cover the basics of building a PivotChart from an associated PivotTable. Learn how to select the correct chart type and sub-type. Learn all of the various filtering options including the filter pane. We will cover the basics of chart formatting, converting a PivotChart to a standard chart, display/hide levels, show/hide details, renaming fields, and more!

NOTE! Our Excel 2 and PivotTable classes are highly recommended prior to taking the PivotChart class.

Some of the things you will learn in this class:

- How to Create a PivotChart
- Change the associated PivotTable to adjust the PivotChart
- Pivot (change) the PivotChart
- Design, edit and format the PivotChart
- PivotChart Filter Pane
- Differences and limitations of the PivotChart versus a standard Chart
- Save the PivotChart as a Standard Chart
- Advanced Date, Value and Label Filters
- and more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.