



Microsoft PivotTables

Skill Level: Advanced

Do you have more data than you know what to do with? Do you want to see trends and patterns at a glance? Then PivotTable reports are for you. They enable you to create new views of worksheet data in seconds. Hundreds or thousands of pieces of information swing into place, revealing the meanings behind the data.

You decide what data you want analyzed, and how to organize it. Instead of a single arbitrary form that doesn't really suit your needs, each PivotTable report gives you a different view of your data, answering your questions on the spot, and is customized to your purposes.

What is a PivotTable report?

A PivotTable report allows you to take a large amount of data and quickly sort, group and calculate totals and subtotals. This is done by clicking and dragging the column headings into predefined areas within the report itself.

NOTE! An understanding of Excel Basics (such as sorting, auto-sum, adjusting column/row sizes, etc.) or our Excel 1 class is needed. We also recommend taking our Excel 2 class which provides an intro to PivotTable Reports.

Some of the things you will learn in this class:

- How to Create a PivotTable
- Change or "pivot" the table
- Change calculation functions
- Group PivotTable data
- Add multiple row/column categories
- PivotTable Toolbar/Ribbon
- Field Settings
- Add custom formulas to the PivotTable - Calculated Fields
- Change and update the PivotTable Range
- 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.