



Microsoft Excel: PivotTables & Dashboards

Course Length: 1-day (8:30am – 4:00pm)

Course Cost: \$310.00 plus GST

Overview

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic Pivot Tables to summarize data. But Excel is capable of doing much more. Being able to harness the power of advanced Pivot Table features and create Dashboards will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Course Objectives

Upon successful completion of this course, you will be able to use Excel advanced Pivot Table functionality to analyze your raw data.

You will:

- Prepare data for Pivot Table reporting and create Pivot Tables from various data sources
- Analyze data by Pivot Tables
- Work with Pivot Charts
- Design a Dashboard

Course Content:

Lesson 1: Preparing Data and Creating Pivot Tables

Topic A: Prepare Data

Topic B: Create a Pivot Table from a Local Data Source

Topic C: Create a Pivot Table from Multiple Local Data Sources

Topic D: Create a Pivot Table from an External Data Source

Lesson 2: Analyzing Data by Using Pivot Tables

Topic A: Summarize Pivot Table Data

Topic B: Organize Pivot Table Data

Topic C: Filter Pivot Table Data

Topic D: Format a Pivot Table

Topic E: Refresh and Change Pivot Table Data

Lesson 3: Working with Pivot Charts

Topic A: Create a Pivot Chart

Topic B: Manipulate Pivot Chart Data

Topic C: Format a Pivot Chart

Lesson 4: Design a Dashboard

Topic A: Create the Dashboard elements

Topic B: Create slicer connections to multiple Pivot Tables