



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

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Maximizing PivotTables in Microsoft Excel 2007

MS-50482 Rev 12.10

1 day

Description

This one-day instructor-led course provides students with the knowledge and skills to use the features and functions of Microsoft Excel 2007 PivotTables to accomplish analysis tasks. The course begins with a discussion of how PivotTables can help you reveal the value behind your numbers. Next, students will learn how to create and layout PivotTables, rearrange PivotTable data, format numbers, sort and filter PivotTable data, refresh data, group PivotTable data and display totals, use Slicers, add data fields, change field settings, create custom calculations, work with calculated fields and items, and extract data from a PivotTable. Finally, students will learn how to create PivotCharts, publish PivotTable reports to the Web, and use multiple ranges as a data source.

Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, Windows 7: Basic, or equivalent experience*
- *Microsoft Excel 2007: Basic, or equivalent experience*

Course Outline

Lesson 1: Make Your Data Work for You

Maximize the Power of the PivotTable
Ask the Questions
Get the Answers

Lesson 2: A Quick Tour

Determine What You Need to Know
The Source Is Important
Ready, Set, Go
The PivotTable Layout
What Goes Where
Results of Our PivotTable
Viewing Our Data Differently

Lesson 3: Manipulating the PivotTable

Rearrange the Layout
What We Get
Add a New Field
Remove a Field
Rename a Field
Format Numbers
Change the Sort Order and Top 10
AutoShow
Refresh Data

Lesson 4: Digging Deeper

Create a Quarterly Group
Group Data Manually

Display Subtotals
Hide/Display Grand Totals
Format a PivotTable Report

Lesson 5: Beyond the Basics

Creating a Second Data Field
Use Count to Summarize Data
Display Numerical Data as a Percentage of the Total
Create a Custom Calculation
More Functions in Custom Calculations

Lesson 6: More PivotTable Calculations

Using Formulas
Create a Calculated Field
Create a Calculated Item
Use PivotTable Data Outside the Report
Use the GetPivotData Function
Turn off the GetPivotData Function

Lesson 7: Optional Topics

Create a PivotChart Report
Publish PivotTable Reports to the Web
Use Multiple Ranges as Source Data



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