



# MS EXCEL PIVOT TABLE

*Learn to create and work with Pivot Tables to look at your data in a variety of ways. Discover how to perform a variety of calculations with Pivot Table Data. Understand how to find the underlying data that supports a figure. Learn to save time by re-using Pivot Table Reports as templates. Pivot Tables – a great analysis tool!*

Date	Venue	Early Bird
4 <sup>th</sup> May 2018	Training Centre, Plaza Pantai 9am-5pm	24 <sup>th</sup> Apr 2018
11 <sup>th</sup> Jul 2018		1 <sup>st</sup> Jul 2018
26 <sup>th</sup> Sep 2018		16 <sup>th</sup> Sep 2018
9 <sup>th</sup> Nov 2018		30 <sup>th</sup> Oct 2018
Early Bird Rate		Normal Rate
RM500		RM700

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## **Pivot Table Fundamentals**

- What is a Pivot Table?
- When and Why use a Pivot Table
- Pivot Table anatomy
  - Report filter area
  - Row labels area
  - Column labels area
  - Values area
- The PivotTable Tools

## **Creating a Pivot Table**

- Preparing Data Guidelines for Good Data
- Source Design
  - Tabular layout - Headings - Practices to avoid -
  - Formatting fields - Cleaning up source data
- Introduction to the Pivot Table Wizard Pivot
  - Table location considerations
    - New worksheet - Existing worksheet
- Pivot Table Layout Dialog Box
- Adding Fields to the Pivot Table
- Rearranging the Pivot Table
- Managing Changes and Additions to Source
  - Data Changes to Cells only
  - New Rows or Columns
- Creating a dynamic range the source data
- Copying and Deleting Pivot Tables

## **Customizing Fields in a Pivot Table**

- Customizing Field Names
- Formatting Data Fields
- Count, Sum and Other Summary Calculations
- Adding and Removing Subtotals
- Using Running Totals
- Showing percentages

Trainer

Mr Sivanasan @ Julian



## **Formatting a Pivot Table**

- Using AutoFormat & Custom Formatting
- Setting Table Options Grand Totals
- Preserve Formatting & Repeat Item Labels

## **Controlling What's Viewed in a Pivot Table**

- Using the Show and Hide Options
- Row Fields, Column Fields, Items without Data
- Sorting in a Pivot Table
  - AutoSort
  - Manual Sort
  - Standard Sort
- Grouping Data
  - Grouping Date Fields
  - Grouping Numeric Fields
  - Grouping Text Fields
- Ungrouping
- Using Drill-down to View Detail Data
- Using Pages to View Data Subsets
  - Using Calculations in a Pivot Table
- Distinguish Calculation Fields and Calculation Items
- Using Multiple Methods to Create Calculation Fields and Items
- Rules for Pivot Table Calculations
- Managing Pivot Table Calculations

## **Using Disparate Data Sources in a Pivot Table**

- Working with Multiple Ranges of Data
- Anatomy of a Multiple Consolidation Range Pivot Table
- Creating a Pivot Table from another Pivot Table

## **Working with External Data Sources**

- Using the Pivot Table Wizard to get External Data
- Getting External Data without the Pivot Table Wizard
- Creating Dynamic Pivot Tables

## **Creating and Using Pivot Charts**

- What is a Pivot Chart?
- Creating a Pivot Chart
- Rules and Limitations of Pivot Charts
- Alternatives to Pivot Charts