

Excel PivotTable Workshop

What do I need?

Learners should already have knowledge of the basics of Excel, including how to create, edit, format and print basic worksheets. Learners should have successfully completed Excel courses to an intermediate level or possess the equivalent knowledge.

Duration:

½ Day

Time:

9:00 – 13:00

Who should attend?

This course targets the learner who desires to gain the skills necessary to sort and filter data, create PivotTables and PivotCharts. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

Databases - What they are and how they work

PivotCharts

- Create PivotCharts
- Format PivotCharts
- Edit PivotCharts
- Move and Size PivotCharts

PivotTables

- Create a PivotTable
- Consolidate Data from Multiple Ranges
- Customise a PivotTable
- Create a formula in a PivotTable
- PivotCharts