

MSC Computer Training

Training Course Specification

Course: Excel Pivot Tables (Versions 1997 to 2016)

Duration: 3 hours

Aims and Objectives of the workshop

Delegates will build their knowledge of using Pivot Tables to analyse large amounts of Spread sheet data quickly and easily.

WHO SHOULD ATTEND:

People who store data in an excel spread sheet

EXPERIENCE NEEDED:

Delegates would benefit from knowing how to create a list of records in a spread sheet

Course Content¹

- Creating a simple Pivot Table
- Changing the calculation option in a field e.g. to show percentages or average
- Using the slicer tool
- Viewing the timeline
- Grouping data
- Showing field detail
- Using the filters
- Refresh data
- The design toolbar
- Pivot Charts

¹ You can choose from the list to create your own course