

EXCEL PIVOT TABLES



Corporate IT Course

LEARNING OUTCOMES

- Understand the full functionality and potential of Pivot Tables.
- Construct and manipulate complex summaries and analyses of data using Pivot Table tools.
- Control the visual and data formatting of Pivot Tables for clear presentation.
- Manage and enhance the statistical analysis of data within Pivot Tables.
- Work with varying data sources to create flexible and dynamic reports.
- Automate tasks and troubleshoot issues within Pivot Tables.
- Utilise Pivoted data effectively across different contexts and reporting scenarios.

COURSE OVERVIEW

Master Pivot Tables to analyse, summarise, and present data with ease. Learn to create dynamic Pivot Charts, use slicers and timelines, apply calculated fields, and build interactive dashboards. By the end, you'll be able to turn complex datasets into clear, actionable insights. This course is suitable for those with a basic working knowledge of Pivot Tables who want a greater understanding of the more sophisticated functions and features available. **Prerequisites:** Delegates must have prior use of Pivot Tables and working with lists of data

TOPICS COVERED IN THIS COURSE

Preparing Your Data

Learn best practices to structure data for Pivot Tables, including using ranges versus tables, cleaning data, and ensuring consistency for accurate analysis.

Creating Pivot Tables

Build a variety of Pivot Tables including standard, formatted, summary, and "Show Values As" types to explore and present data effectively.

Grouping Data

Group Pivot Table data by numbers, dates, or text to summarise large datasets and identify patterns or trends quickly.

Slicers and Timelines

Add interactive slicers and timelines to filter Pivot Tables easily, customise their appearance, and link them across multiple charts and tables.

Pivot Charts

Create Pivot Charts, integrate slicers, and drill down into data to visualise trends and make your reports more dynamic.

Dashboards & Visual Enhancements

Design simple, non-VBA dashboards by combining charts and slicers; apply formatting tips, auto-refresh options, and error handling for professional, polished outputs.

Advanced Pivot Table Features

Use Top 10 filters, report filter pages, and the GETPIVOTDATA function to efficiently extract, analyse, and present data across multiple reports.

Calculated Fields & Items

Create calculated fields and calculated items to perform advanced in-Pivot calculations, understand when to use each, and apply them safely for accurate analysis.