

EXE-302

# Take Full Advantage of Excel PivotTables



## Objectives

With this training, you will be able to:

- Analyze and group data
- Synthesize your data by date or segments
- Correctly add new data to update a table
- Make calculations in a PivotTable
- Have a global overview of the data in a table and keep it up to date

## Practical information

<b>Duration</b>	3 hours
<b>Level</b>	Advanced
<b>Number of participants</b>	7 participants
<b>Languages available</b>	English - French

## Prerequisites

Have completed Workshops EXE-101, EXE-102 and EXE-202 or knowledge equivalent.

## Target audience

Managers and administrative staff

## Content

### 1- PivotTables

- Create a PivotTable
- Analyze data of various tables
- Create a field of filters
- Create, edit, and delete a calculated field
- Create, edit, and delete a calculated item
- Insert segments
- Insert a timeline
- Update a Pivot table
- Change the roll-up functions
- Move and delete fields in PivotTable
- Mask and show items
- Format a PivotTable
- Insert a group
- Insert total and subtotal
- Design a detailed worksheet
- Show filter pages of reports

### 2- PivotCharts

- Insert a PivotChart
- Format a PivotChart

### 3- Manage Excel data sources

- Manual process
- Selection of Excel column and tables
- Dynamic range appellation

### 4- Data Dissemination

- Export data
- Import data (text or from Access)

## Included with your training



Complete manual with step-by-step explanations



Exercise worksheets seen in class



Training Certificate



Recognition Badge that you can share on your LinkedIn page



Post-training follow-up offered for 6 months