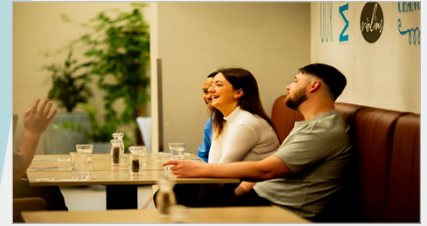


Bite-sized Excel Pivot Tables

1 day training course



Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

Creating pivot tables (*)

- Using recommended pivot tables
- Creating from scratch

Working with pivot tables (*)

- Drilling down
- Swapping rows/columns
- Sorting and filtering

Advanced features (*)

- Creating slicers
- Creating timelines
- Controlling multiple pivot tables

Advanced calculations (*)

- Showing % of totals and other stats
- Using calculated fields

Other features (*)

- Grouping fields
- Pivot table report pages