

Course Description

This course is designed for students who wish to summarize and organize data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

Learning Objectives

Preparing Data and Creating PivotTables

- Prepare Data
 - Local Data Sources
 - Transactional Data
 - Clean Data
 - Duplicate Data
 - Gap and Blank Cell Considerations
- Create a PivotTable from a Local Data Source
 - PivotTables
 - Pivoting
 - The Create PivotTable Dialog Box
 - The Recommend PivotTables Dialog Box
 - The PivotTable Field Task Pane
 - The PivotTable Tools Contextual Tab
 - Start with Questions, End with Structure
- Create a PivotTable from Multiple Data Sources
 - The Excel Data Model
 - Named Tables
 - The Create Relationships Dialog Box
 - The Manage Relationships Dialog Box
- Create a PivotTable from an External Data Source
 - Limitations of Excel as a Database
 - External Data Sources
 - The Select Data Source Window
 - The Select Table Dialog Box
 - The Import Data Dialog Box
 - The Data Connection Wizard
 - The Existing Connections Dialog Box

Analyzing Data by Using PivotTables

- Summarize PivotTable Data
 - The Value Field Settings Dialog Box
 - The Show Values As Tab
 - The Insert Calculated Field Dialog Box
- Organize PivotTable Data
 - Sorting
 - The Expand and Collapse Feature
 - The Group and Ungroup Feature
 - The Grouping Dialog Box
- Filter PivotTable Data
 - The FILTERS Area
 - Manual Filters
 - Slicers
 - The Insert Slicers Dialog Box
 - The Slicer Tools Contextual Tab
 - Timelines
 - The Insert Timelines Dialog Box
 - The Timeline Tools Contextual Tab
 - The Filter Connections Dialog Box
 - The Quick Explore Feature
- Format a PivotTable
 - Subtotals and Grand Totals
 - Report Layout and Blank Rows
 - Style Options
 - Styles
 - The New PivotTable Style Dialog Box
- Refresh and Change PivotTable Data
 - The Refresh Menu
 - The Change PivotTable Data Source Dialog Box
 - The Connection Properties Dialog Box

Working with PivotCharts

- Create a PivotChart
 - PivotCharts
 - The Insert Chart Dialog Box
 - Chart Types
 - Recommended PivotCharts
- Manipulate PivotChart Data
 - The PivotChart Fields Task Pane
 - The PivotChart Tools Contextual Tab
 - Field Buttons
- Format a PivotChart
 - Chart Elements
 - The PivotChart Tools Design and Format Tabs
 - The Format Task Pane
 - Chart Formatting Buttons