Microsoft Excel 2016 Data Analysis, Part 3 of 4: PivotTables and PivotCharts

Meet the expert: Sondra Nelson is a Microsoft Certified Trainer and has been teaching Microsoft Office for over 15 years. She has teaching and consulting experience with high school students, college students and corporate employees.

Prerequisites: This course is designed for students with a base knowledge of Excel and want to learn higher-level skills to display data and perform functions. Students should know how to perform calculations, modify worksheets, format worksheets, print workbooks and manage workbooks.

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Course description: Data summarization is essential when managing large datasets. This course will take a closer look at PivotTables, PivotCharts, PowerPivot, and importing and exporting data in Excel. Learn about building, modifying, and formatting PivotTables from given data sets, generating PivotCharts to enhance the display of data, and discover the amazing tool PowerPivot.

Course outline:

Working with PivotTables
- Introduction
- Working with PivotTables
- Create PivotTable Demo
- Demo: Create a PivotTable
- Recommended PivotTable Demo
- Demo: Recommended PivotTable
- Working with PivotTables Continued
- Data Model Demo
- Data Model Demo
- Data Model Demo Continued
- Demo: Data Model Continued
- Summary

Modifying PivotTable Data
- Introduction
- Modifying PivotTable Data
- PivotTable Filter, Sort, and Aggregates Demo
- Demo: Filter, Sort, and Aggregate
- PivotTable Calculated Column Demo
- Demo: Calculated Column
- Timeline Demo
- Demo: Timeline
- Summary

Formatting PivotTables
- Introduction
- Formatting PivotTables
- Custom Style PivotTables Demo
- Demo: Custom PivotTable Style
- Format Layout Demo
- Demo: Report Layouts
- Number Formats Demo
- Demo: Formatting Numbers
- Summary

Using PivotCharts
- Introduction
- Using PivotCharts
- PivotChart Demo
- Demo: Using PivotCharts
- Summary

PowerPivot
- Introduction
- PowerPivot
- PowerPivot Demo
- Demo: PowerPivot
- PowerPivot Demo Continued
- Demo: Add a Column
- PowerPivot Demo Continued
- Demo: PivotCharts
- PowerPivot Demo Continued
- Demo: PivotTables
- Summary

Exporting and Importing Data
- Introduction
- Exporting and Importing Data
- Export Adobe PDF Demo
- Demo: Export PDF
- Export PDF/XPS Document Demo
- Demo: Export PDF/XPS
- Export Demo
- Demo: Export Different File Types
- Import Demo
- Demo: Import Data
- Summary