

# Microsoft Excel 365 Data Analysis, Part 3 of 4: PivotTables and PivotCharts

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

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.

**Runtime:** 01:05:27

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

### Modifying PivotTable Data

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

### Formatting PivotTables

- Introduction

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

### Using PivotCharts

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

### PowerPivot

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

- Demo: PivotTables
- Summary

### Exporting and Importing Data

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