

Course	Excel Advanced – Pivot Tables
Length	Three hours
Audience/ Synopsis	Learn to create and work with Pivot Tables to look at your data in a variety of ways. Discover how to perform a variety of calculations with Pivot Table Data. Understand how to find the underlying data that supports a figure. Learn to save time by re-using Pivot Table Reports as templates. Pivot Tables – a great analysis tool!
Prerequisites	Participants should use Excel regularly on an intermediate level.
Topics	<p><i>Module 1: Pivot Table Report Basics</i></p> <ul style="list-style-type: none">◆ New Pivot Tools available in 2007/ 2010◆ Creating Pivot Tables◆ Using Filters◆ Refreshing Data◆ Changing Pivot Table Fields◆ Displaying and Hiding Data <p><i>Module 2: Manipulating Pivot Tables</i></p> <ul style="list-style-type: none">◆ Changing Pivot Table Calculations◆ Creating More Complex Calculations◆ Seeing the Underlying Data◆ Changing the Formatting◆ Pivot Table Defaults <p><i>Module 3: Re-Using Pivot Table Reports</i></p> <ul style="list-style-type: none">◆ Saving Pivot Tables◆ Saving Pivot Tables Separate from the Source Data◆ Using a Pivot Table Template <p><i>Module 4 – Analyzing with Pivot</i></p> <ul style="list-style-type: none">◆ Create a Pivot Chart◆ Manage Field Options