

<b>Course</b>	<b>Excel Advanced – Pivot Tables – 2007+</b>
<b>Length</b>	Three hours
<b>Audience/ Synopsis</b>	Manage, analyze and visualize large data sets with Excel’s powerful pivot table tool. This class reviews best practices for datasheet set-up and table creation. Students review data changes and table updates. Learn to calculate, trend and drill-down data with Pivot Table tools. Learn to save time by re-using Pivot Table Reports as templates.
<b>Prerequisites</b>	Participants should use Excel regularly on an intermediate level.
<b>Topics</b>	<p><b><i>Module 1: Pivot Table Report Basics</i></b></p> <ul style="list-style-type: none"><li>◆ Datasheet setup – best practices</li><li>◆ Create Pivot Tables</li><li>◆ Using Filters</li><li>◆ Refresh Data</li><li>◆ Change Pivot Table Fields</li><li>◆ Display and Hide Data</li></ul> <p><b><i>Module 2: Manipulating Pivot Tables</i></b></p> <ul style="list-style-type: none"><li>◆ Change Pivot Table Calculations</li><li>◆ Create More Complex Calculations</li><li>◆ Drill down to source data links/ Manage sheets</li><li>◆ Format Pivot Data</li><li>◆ Pivot Table Defaults</li></ul> <p><b><i>Module 3: Re-Using Pivot Table Reports</i></b></p> <ul style="list-style-type: none"><li>◆ Copy/ Paste Pivot &amp; Paste Special</li><li>◆ Save Pivot Tables</li><li>◆ Using a Pivot Table Template</li></ul> <p><b><i>Module 4 – Analyzing with Pivot</i></b></p> <ul style="list-style-type: none"><li>◆ Create a Pivot Chart</li><li>◆ Manage Field Options</li></ul>