



Microsoft Excel 2010 Pivot Tables

Overview: Students will learn how to create and analyze PivotTable data.

Prerequisites: This course is intended for people with a sound working knowledge of Microsoft Excel and general computer proficiency.

Course Length: 1/2 Day

Course Content

Lesson 1: Building a PivotTable

- Insert a PivotTable
- Create a PivotTable Based on External Data
- Categorize PivotTable Data
- Customize a PivotTable

Lesson 2: Analyzing Data Using PivotTables

- Create Custom Calculations in a PivotTable
- Restructure a PivotTable

Lesson 3: Presenting PivotTable Data Visually

- Format a PivotTable
- Present a PivotTable in a PivotChart
- Print PivotTables and PivotCharts