



4D Training

## Excel Pivot Tables

### Who would benefit?

This training session is aimed at users who need to be able to deal with lists of data efficiently.

### Objective

To give an understanding of how to manipulate long lists of data to create useful reports.

### Contents

- Discussion on compiling Excel Lists, Data capture and data structure
- Sort
  - Sorting on different fields
  - Creating custom sort order with a Custom List
- Sub-Totals
  - Aggregating on one data field
  - Using Outline symbols to display data levels
  - Aggregating on multiple data fields
- Filters
  - AutoFilter view
  - Simple filters
  - Top Ten
  - Custom Filters
- Format as Table
- Pivot Tables
  - Pivot Table Wizard
  - Row, Column and Page fields
  - Data Items; changing the aggregate function
  - Demonstration of Show Details
  - Deleting sets of redundant worksheets
  - Updating Data 1: Refresh Data
  - Updating Data 2: Dynamic or Static data sources?
  - Calculated Fields
  - Pivot Table as a report writer; using Show Pages
  - Grouping and classifying data elements
  - Practice session 1; two simple case studies to gain confidence in producing pivot table reports
  - Practice session 2; generating a set of statistical reports from raw data

### Duration

Half day