



Excel 365 Level 3 Tables and Pivot Tables

Web presentation

90 mins

Is this course for you?

You work with tables of data which you need to summarise and analyse.

This course includes topics from the Excel Advanced course. The material is also covered in the Excel Analysing Data course.

Pre-requisites

The course assumes that delegates are familiar with:

- entering data and simple formulas in Excel.

To take part in this course, delegates will need an internet-connected device with camera and microphone, and an internet connection which can stream video in reasonable quality.

Course duration: 90 mins

Course objectives

At the end of the course, you will be able to create an Excel Table, change its formatting and perform simple analysis using the **Totals** row. You will know how to create Pivot Tables, change the analysis the Pivot Table performs and present the data in a Pivot Chart

Excel Tables

- Create an Excel Table
- Add a calculated column
- Analyse data with the Totals row

Analysing data with Pivot Tables

- Create a Pivot Table
- Re-pivot the table, using different fields
- Drill down to see underlying data
- Refresh a Pivot Table

Changing Pivot Table design and formatting

- Change Pivot Table layout
 - Summarise data in different ways
 - Understand how table filters work
 - Use a Slicer to filter data
 - Present results as percentages
 - Analyse data by time period
 - Present data with a Pivot Chart
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This is a provisional course outline and may change