Excel 2010 - Pivot Tables

Overview:
Microsoft Excel 2010 training provides a solid foundation in the basic and intermediate skills for using the software. This course builds upon this basic training in the Excel application and goes on to teach how to use Microsoft Excel 2010 to create PivotTables and enhance the skills of analysing and inferring useful conclusions from large volumes of data.

Target Audience:
This course is meant for people with a sound working knowledge of Microsoft Excel and general computer proficiency.

Pre-requisites:
Before starting this course, students are recommended to take the following New Horizons courses or have equivalent knowledge:
- Microsoft Office Excel 2010 – Level 1
- Microsoft Office Excel 2010 – Level 2

At Course Completion:
After completing this course, students will be able to:
- Build a PivotTable
- Analyse data using PivotTables
- Present PivotTable data visually

Lesson 1: Building a Pivot Table
- Insert a PivotTable
- Create a PivotTable based on External Data
- Categorise PivotTable Data
- Customise a PivotTable

Lesson 2: Analysing 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