Mastering PivotTables in Microsoft Excel Course Overview

Course Duration:
3 Hours / 0.5 Day

1. Create a PivotTable to Analyze Worksheet Data
   - Create a PivotChart
   - Building out your PivotTable

2. Use the Field List to arrange fields in a PivotTable
   - Add and rearrange fields in the Field List

3. Sort data in a PivotTable or PivotChart
   - Sort on a column that doesn't have an arrow button
   - Set custom sort options

4. Filter data in a PivotTable
   - Filter data in a PivotTable with a slicer
   - Filter data manually

5. Create a PivotTable timeline to filter dates
   - Use a Timeline to filter by time period
   - Use a Timeline with multiple PivotTables
   - Clear a timeline
   - Customize a timeline

6. Use slicers to filter data
   - Create a slicer to filter data
   - Slicer components

7. Group or ungroup data in a PivotTable
   - Group data
   - Group selected items
   - Name a group
   - Ungroup grouped data

8. Refresh PivotTable data
   - Manually refresh
   - Prevent column widths and cell formatting from adjusting
   - Refresh data automatically when opening the workbook

9. Create a PivotChart

10. Delete a PivotTable