



Mastering PivotTables in Microsoft Excel Course Overview

Mastering PivotTables in Microsoft Excel

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

- Create a PivotChart
 - Create a chart from a PivotTable
- #### 10 Delete a PivotTable