



4D Group

# 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

### 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