

## Microsoft Excel – Pivot tables

**Description:** This course is dedicated for people preparing database analyses, data compilations, reports and tools facilitating presentation of data sets. Thanks to this knowledge, work will be faster and easier, and results will be presented in a dynamic and professional manner.

**Duration:** 8 hours

**Initial requirements:** Completion of the course: Microsoft Excel – Intermediate or an equivalent level of knowledge.

**For whom:** People from the accounting, financial, sales, administration and logistics departments

### 1) Import data from:

- a. Microsoft Excel
- b. CSV
- c. XML
- d. Microsoft Access

### 2) PivotTable - Create

- a. PivotTable data sources - database
- b. Table based on Data Table (dynamic ranges)

### 3) PivotTable - Modification

- a. Modification of manual / automatic sources
- b. Refresh options
- c. Moving Pivot Tables, Copying Results
- d. Classic layout of the pivot table
- e. Sort
- f. Filter and Slicer
- g. View empty and wrong cells
- h. Pages filter report

### 4) Data presentation

- a. Built-in formats and custom (create)
- b. PivotTable Layout Options
- c. Conditional Formatting
- d. Timeline charts
- e. Pivot charts

### 5) Functions and formulas in pivot tables

- a. Built-in database functions
- b. Fields, Items and Sets

- c. Nested functions in pivot tables
- d. Grouping data
- e. Downloading data from PivotTables (GETPIVOTDATA)
- f. Turns off the GETPIVOTDATA function

## **6) Advanced tools**

- a. Table based on consolidation ranges
- b. Macros in PivotTables

## **7) Add-ins**

- a. Scenario Manager
- b. Goal Seek
- c. Solver