



Excel for Office 365 - Data Analysis with PivotTables

Summary

Length: 4 hours Level: Experienced

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze data and gain actionable insight is greater than ever. You already have experience working with Microsoft Excel and creating basic PivotTables to summarize data. But Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved. This course presents information and skills that are appropriate for users of either the Office 2021 or Office 365 applications. However, the instructional environment for the delivery of this course utilizes Office 365. This course may earn a Credly Badge.

Learning Objectives

In this course, you will use the advanced PivotTable functionality in Excel to analyze your raw data.

You will:

Prepare data for PivotTable reporting and create PivotTables from various data sources.

Analyze data by using PivotTables.

Work with PivotCharts.

Course Outline

1. Preparing Data and Creating PivotTables

Topic A- Prepare Data

Topic B- Create a PivotTable from a Local Data Source

Topic C- Create a PivotTable from Multiple Local Data Sources

Topic D- Create a PivotTable from an External Data Source

2. Analyzing Data by Using PivotTables

Topic A- Summarize PivotTable Data

Topic B- Organize PivotTable Data

Topic C- Filter PivotTable Data

Topic D- Format a PivotTable

Topic E- Refresh and Change PivotTable Data

3. Working with PivotCharts

Topic A- Create a PivotChart

Topic B- Manipulate PivotChart Data

Topic C- Format a PivotChart

Audience

Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

Prerequisites

To ensure your success in this course, you should have experience working with Excel and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables. You can obtain this level of skill and knowledge by taking the following courses: Microsoft Excel for Office 365 (Desktop or Online): Part 1 Microsoft Excel for Office 365 (Desktop or Online): Part 2

