

Excel - PivotTables & PivotCharts

Category: Microsoft Office, Microsoft Excel

PivotTables

- Introduction to PivotTables
- Organising your Data before creating a PivotTable
- Lists
- Trim Data
- Concatenate
- Creating a PivotTable
- Understanding Rows, Columns and Report Areas
- Adding, Moving & Removing Fields
- Customising Formats
- Customising Calculations
- Sorting & Filtering Pivot Data
- Filtering Data with Interactive Slicers
- Grouping & Ungrouping Data
- Drill Down & Extract Data
- Summary Functions & Custom Calculations
- Using the GETPIVOTDATA Function
- Defining Pivot Field & Field Settings
- PivotTable Formats and Layouts
- Creating & Modifying PivotChart Reports
- PivotTable Reports
- Refreshing Data

PivotCharts

- Create a PivotChart

- Format PivotCharts

About Microsoft Building Blocks

Our Microsoft Building Block training allows you to mix and match any of our short training blocks to create a customised training day which meets all of your learning needs.

Please note that our Building Block sessions are designed to be combined together to create a unique training day and are **not** stand alone sessions.

About SquareOne

SquareOne is among the UK's leading providers of IT training to businesses of all shapes and sizes. Our company pledge is to deliver inspiring, motivational and cost effective training which brings about tangible improvements in productivity. Through our training courses, individuals are able to gain lifelong skills and realise their full potential while clients achieve their corporate goals.

Course Objectives

Learn how to organise, summarise and present your data using Excel PivotTables and PivotCharts. These powerful tools will help you to simplify and analyse the complex data stored in your spreadsheets.

Course Duration

Course Duration: Half Day

Course Contents

The subjects listed on the left are an outline. If there are any additional subjects you wish to cover, please feel free to call us prior to the course.

Training Format

These sessions can be provided in the following formats:

Seminar Format – Maximum of 100 delegates. This seminar will be delivered by a trainer as a demonstration. Session can last between 60 minutes to 90 minutes. If this is to be delivered to small groups then this can be repeated up to 3 sessions per day.

Walkabouts – These can be one-ones or small groups of people trained at their desks using their own PCs or Laptops. Timings to suit. Trainer to be onsite for the full day.

Classroom Training – Small groups of people using their own PCs or Laptops – or these can be provided by SquareOne at an additional cost. Sessions to be 3 hours in length. Can be combined with another session or walkabouts. Trainer to be onsite for the full day.

Clinics – Drop-in centre where a trainer can be onsite for the day and delegates come with problems or queries that they have on Microsoft Office software. Covers – Excel, Word, PowerPoint, Outlook and Windows. Additional software such as Project, Access and SharePoint would need to be arranged prior to booking.

Course Dates

[View our full course schedule here.](#)

Training Locations

Our open classroom courses are held in Merseyside where we have state of the art training facilities. We also provide in-house training solutions at any office location in the UK or Europe. We frequently deliver training in Liverpool, Wirral, Blackpool, Manchester, London, Chester, Warrington, Leeds, Cardiff, Birmingham, Edinburgh, Bristol, Sheffield, Glasgow, Leatherhead, Aberdeen and Ireland.

Closed courses can also be delivered in European countries such as Austria, Belgium, Denmark, Greece, France, Finland, Hungary, Italy, Ireland, Netherlands, Norway, Portugal, Spain, Poland, Sweden, Switzerland and off shore.... Either in English or local languages.

Software Versions

We offer training solutions for all versions of Excel - 2003, 2007, 2010, 2013 and 2016.

BOOKING

To discuss course contents and booking arrangements, please call SquareOne on:

T: +44 (0)151 650 6907

E: enquiries@squareonetraining.com