

McMillan Bird

2010 Excel – PivotTables

Duration: 1/2 day

Course Aim:

The aim of this workshop is to enhance the attendee's skills and knowledge of Excel to summarise large amounts of data and to analyse it in a variety of ways.

Learning Outcomes

At the completion of this course participants will be able to:

- Create and update pivot tables to summarise data
- Modifying pivot table fields
- Hide and show pivot table data
- Group & ungroup levels within the pivot table
- Add calculated fields to pivot tables
- Consolidating multiple ranges into one pivot table
- Create charts from pivot tables
- Create lookup functions
- Convert text strings into columns

Training