KnowledgeWave

Power User – Advanced Reporting Using PivotTables

Microsoft Excel E402
90 Minutes

Course Content

Looking to take your Excel reports to the next level? In this 90-minute advanced PivotTables session we will continue from where we left off in session E302 (PivotTables and PivotCharts). Showing you how to setup your data to have it automatically refresh even if the range of data changes. How about adding a second value to your report? Not only will we SUM the values but also add the COUNT and percentages to our totals. Adding Slicers and Timelines will give your report an impressive dash board look and feel. Other topics covered include creating a calculated field and capturing data from multiple ranges.

By the end of this class attendees will have an understanding of how to work with the above topics. Class requires that users have some basic knowledge of creating and working with PivotTable before attending this session (see E302 PivotTables and PivotCharts).

Lessons include the following:

- Refresh Data Using Format as Table Feature

- Add a Second Value Field to a PivotTable

- Add Slicers and Timeline to a PivotTable

- Create an Interactive Dash Board

- Create a Calculated Field in a PivotTable

- Use Multiple Ranges as Source Data