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# PivotTable and PivotCharts

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Microsoft Excel E302  
90 Minutes

## Course Content

Are you spending way too much time creating Excel reports? Then this 90-minute class is just for you. PivotTables are an amazing tool allowing users to easily create separate interactive reports in Excel. In this class, we will start by examining a PivotTable and how to navigate them. Next, we will create several different PivotTables, including one that groups dates by months. We will also touch on some troubleshooting skills that will help make sure the data represented in your report is complete and accurate. Looking to display your data a little more visually? PivotCharts are interactive charts that display a visual view of your data.

By the end of this class, attendees will have an understanding of how to create PivotTables and PivotCharts in Excel.

### Lessons include the following:

- Examine and navigate a PivotTable
- Use the PivotTable field list to modify a PivotTable
- Create a PivotTable from a data source
- Modify to change the PivotTable layout
- Refresh data using the refresh data button
- Modify PivotTable formulas
- Group data based on specific range criteria
- Show data for each page item on a new sheet in your workbook
- Create a PivotChart
- Create a dashboard using Excel Slicers