**Excel 2016 – Pivot Tables Basics**

**Facilitator**: Brett Neal  
**Target Audience**: Experienced Excel users who wish to learn how to create Pivot Tables and Pivot Charts.  
**Time Allotted**: 3 Hours  
**PeopleSoft Course Number**: CPT062

**Level of Instruction**: Intermediate  
**Prerequisites**: Proficiency with basic function and navigation in Excel

**Overall Objectives**: At the end of this class, you will be able to create simple Pivot Tables and Pivot Charts.

**Learning Outcomes**:

* List three benefits of using Pivot Tables
* Construct basic Pivot Tables in Excel
* Customize Pivot Table data using advanced features
* Name three advantages of using Pivot Charts
* Build and tailor basic Pivot Charts using advanced Excel features