

# Excel Pivot Tables Course Outline

This course is for Excel users who want to learn about Excel Pivot Tables. Upon completion of this course students will be able to:

## PivotTables - The basics

- Create a simple pivot table
- Pivot within a Pivot Table
- Change the Pivot Table's value calculation
- Change the Pivot Table's number formatting

## Drilling Down

- Define "drill down"
- Drill down on a summary value
- Drill down on a row or column label

## Pivot Table Tricks

- Show items with no data
- Show 0 instead of blank
- Select different parts of the Pivot Table
- Move a Pivot Table
- Duplicate a Pivot Table
- Rename a Pivot Table
- Change the Pivot Table's data source
- Create a Pivot Chart

## Refreshing Data

- Explain the function of a Pivot Cache
- Refresh one of many Pivot Tables
- Refresh all the Pivot Tables in the workbook

## Sorting PivotTables

- Sort data by a row or column label
- Manually rearrange row or column labels

## Grouping PivotTables

- Group different labels together
- Group numbers together
- Group dates by year, quarter, or month

## Filtering PivotTables

- Filter via a report filter
- Filter via a row or column label
- Filter by a value
- Create Report Filter Pages

## Slicers

- Identify and use slicers
- Insert a slicer
- Move a slicer
- Resize a slicer
- Change a slicer's caption
- Delete a slicer
- Connect a slicer to multiple Pivot Tables

## Grand Totals and Subtotals

- Add and remove Grand Totals
- Turn off subtotals
- Show subtotals at the bottom or top of a group

## Report Layout and Styles

- Use the three layout options
- Make item labels repeat / not repeat
- Use Pivot Table styles
- Show / hide field headers
- Show / hide expand and collapse buttons
- Show / hide the Pivot Field list

## Calculated Fields and Items

- Understand the limitations of calculated fields
- Create calculated fields
- Understand use of calculated items
- Create calculated items