



Excel: Mastering Pivot Tables and Pivot Charts

Duration: 120 Minutes

Course Overview:

This course teaches participants to use Excel's Pivot Tables and Pivot Charts to easily summarize, analyse, and visualise data, helping turn large datasets into clear, useful insights for better decisions.

Course Outline

Introduction to Pivot Tables

- **What are Pivot Tables?**
 - Overview of Excel Pivot Tables
 - Use cases and benefits in data analysis
- **Understanding Data Structure for Pivot Tables**
 - Preparing data: best practices
 - Loading data into Excel
 - Tables vs Ranges

Create & Customise a Pivot Tables

- **Inserting Pivot Tables and Adding Fields**
 - Editing Pivot Table Sections
 - Sorting and Filtering
 - Using Slicers

Advanced Features of Pivot Tables

- **Grouping Data**
 - Grouping by dates, numbers, and text
 - Collapsing/Expanding grouped data
- **Calculated Fields and Items**
 - Adding custom calculations within Pivot Tables
 - Creating calculated fields to perform analysis
 - Calculated Fields vs Calculated Items



- **Pivot Charts**

- Creating Pivot Charts from Pivot Tables
- Choosing the right charts for data visualisation

By the end of this course, participants will be able to:

- Understand Pivot Table & Pivot Chart Concepts
- Create and Customise Pivot Tables to Analyse data efficiently.
- Use advanced features to Analyse data
- Create and Use Pivot Charts