Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Excel courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

150,00 €

PRICE INCL. VAT

184,50 €

including 23 % VAT

PDF SYLLABUS

Excel Pivot Tables

Clear overview of course topics, training scope and key information.

The Excel PivotTables course is intended for users who daily encounter the requirement to process a large amount of data in MS Excel, as well as outputs from external databases. Users will learn to choose an effective way of working and automate it as much as possible.

COURSE CONTENT

01 Basic Rules for Working with Tables in Excel

Review of functional possibilities.
Working with a database as a source for a PivotTable.

02 Creating a PivotTable

Working with row fields, column fields, page fields and the data area.

03 Modifying a PivotTable

Setting the properties of the table value field.
Setting the properties of the table label field.
Setting the properties of the whole table.
Formatting a table using an automatic format.
Working with a calculated field of a PivotTable.
Displays in sheets using the page field.

04 Creating a PivotChart

Formatting a chart.
Selected numeric axis formats.
Changing axis ranges.
Adding data and data series to a chart.
Changing the chart type.
Access to external data sources, multiple consolidation ranges.

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05

Options for Automating Data Processing

Creating a macro - running a data query and subsequent processing with a PivotTable, creating a predefined chart and using it.
Discussion.
Conclusion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/excel-pivot-tables