

Microsoft Excel 2010

Pivot Table Proficiency

Course Code: VTLOKEPTX

Duration: 1 Day (7 Hours)

Course Brief

Pivot table is an efficient Excel tool for handling massive data and when used correctly it can summarize, analyse, explore and present your data in meaningful ways.

This 1-day Excel 2010 Pivot Table Proficiency course is an intensive 7 hour programme design to help you apply and get the most out of your data. It is not just a breeze through which you normally get from an Excel course which also covers many other topics. This course will show you various scenarios on how a pivot table can be used to enable you go beyond the basic usage. In this course you will also learn how to create formulas in a pivot table as well as creating pivot charts.

A full day filled with pivot table examples and ample hands-on exercises to challenge your understanding and ability in using pivot table in Excel 2010 to create better reports and perform better data analysis.

Course Outline

TIPS/SHORTCUTS

- Pivot Table Keyboard Shortcuts

INTRODUCTION TO PIVOT TABLE

- Analytical Reporting Tools
- Data appropriate for Pivot Table

WORKING WITH PIVOT TABLE

- Creating a Pivot Table
- Editing Your Pivot Table
- Updating a Pivot Table
- Filtering Data by Creating Page Fields
- Creating a Chart from Pivot Table

CUSTOMISING A PIVOT TABLE

- Adding New Rows, Columns or Pages Field
- Removing Rows, Columns or Pages Field
- Flipping the Orientation
- Moving Individual Items with a Field
- Collapse and Expand Data in a Pivot Table
- Displaying More Detail
- Group Items with Numeric Labels into Ranges
- Group Items by Date or Time Intervals
- Paging or Filtering a Pivot Table
- Group Pages into Separate Worksheets
- Change the Pivot Table Report Form
- Hiding Grand Totals and Subtotals
- Display or Hide Grand Totals
- Display or Hide Grand Totals
- Hiding Subtotals
- Display Subtotals for Multiple Fields in Row or Column
- Formatting Numbers
- Data Slicer

CREATE FORMULA IN A PIVOT TABLE REPORT

- Add a Calculated Field
- Create a Calculated Field
- Delete a Calculated Field

- Calculated Item
- Using a Difference Summary Calculation
- Using a Running Total Summary Calculation

WORKING WITH STYLES

- Creating Styles
- Copy an Existing Pivot Table Style
- Modify the Pivot Table Style
- Apply the Custom Pivot Table Style

PRINT SETTINGS

- Insert Page Break after Each Item
- Print Expand/Collapse Buttons When Displayed On Pivot Table
- Repeat Row Labels on Each Printed Page
- Set Print Titles
- Print Pivot Chart

IMPORTING

- Import Text File
- Import Access File
- Protect PivotTable Report

CONSOLIDATE MULTIPLE WORKSHEETS

- Consolidate Multiple Worksheets in Pivot Table Report
- Consolidate Data by Using Multiple Page Fields
- GetPivotData Function

Eligible for
PIC Scheme



This Course Is For

Learners who have attended our Microsoft Excel 2010 Basic to Intermediate module or must be well versed in those topics covered in the module.

Public Sector - Division 1, 2 & 3
Private Sector - Applicable to All

Course Fee

S\$267.50 after GST

Related Courses

- Microsoft Excel 2010 Advanced
- Microsoft Excel 2010 VBA Programming

Four Ways to Register

- 1) By e-mail/Fax
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

1 Coleman Street #07-11 The Adelphi
Singapore 179803

t : 6423-1183
f : 6423-1180
e : info@oakstraining.com
w : www.oakstraining.com

For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.