

# Microsoft Excel 2013

## Pivot Table Proficiency

**Course Code:** VTLOKEPT3

**Duration:** 1 Day (7 Hours)



Eligible for  
PIC Scheme

### 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 2013 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 2013 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

### This Course Is For

Learners who have attended our Microsoft Excel 2013 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 2013 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



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### For Your Delight

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