

# Microsoft **Excel 2016** Pivot Table Proficiency

  
A Division of GIL Consultancy Pte Ltd  
Building Foundations for Excellence

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 2016 Pivot Table Proficiency course is an intensive 7 hour programme that is designed to help you apply and get the most out of your data. It will focus on the capability of using the Pivot Table command to give you summarised reports based on your data source. Through the course, you will be shown various scenarios on how a pivot table can be used to enable you go beyond the basic usage. You will also learn how to create formulas in a pivot table as well as creating pivot charts. Also, you can now insert Data Models (related data from multiple worksheets) to generate a summarised report.

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 2016 to create better reports and perform better data analysis.

## This Course is For

Learners who have attended our Microsoft Excel 2016 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

## Duration

1 Day (7 hours)

## Course Fee (after GST)

# \$S\$267.50

*Check the website for up-to-date  
course details and pricing*

## Eligible for

✓ SkillsFuture Credit    ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0043811**



Complimentary refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

## Register now:

E-mail/Fax with  
Registration form

• Online Sign Up via  
our website here

• Via HRMS-2 / ACE  
System\*

• Call Us  
6423-1183

\*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKEPT6** and Course Date.  
Be sure to inform them that the Training Provider is **Oaks Training**

## Course Outline

### Tips/Shortcuts

- Pivot Table Keyboard Shortcuts

### Introduction to Pivot Table

- Analytical Reporting Tools
- Data appropriate for Pivot Table
- Modifying and Deleting the Named Cells

### 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
- Applying Pivot Table Style
- 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
- Insert Timeline and Slicer
- 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
- Hiding Subtotals
- Display Subtotals for Multiple Fields in Row or Column
- Formatting Numbers

### Create Formula in a Pivot Table Report

- Add a Calculated Field
- Edit a Calculated Field
- Delete a Calculated Field
- Calculated Item
- Using a Difference Summary Calculation
- Using a Running Total Summary Calculation

### Importing

- Import Text File
- Import Access File

### Consolidate Multiple Worksheets

- Consolidate Multiple Worksheets in Pivot Table Report
- Set up the Source Data
- Page fields in data consolidations
- Consolidate Data by Using Multiple Page Fields

### Adding Data Model

- Create Data Model in Excel
- Import Relational Data and Create a Pivot Table
- Creating a Pivot Table using Data Model

## Course Track

