



### Microsoft Excel 2007 Creating PivotTables

*Click here for course dates and to register.*

Microsoft Excel Creating PivotTables - is a 2-hour course which focuses on creating and editing PivotTables. A PivotTable report is an interactive way to quickly summarize large amounts of data. Use a PivotTable report to analyze numerical data in detail and to answer unanticipated questions about your data. This course will give students an understanding of PivotTable reports and how to create, edit and manage them. Students will also learn to create PivotCharts which can be used to visually display data.

**Target Student:** Anyone interested in acquiring skills necessary to create and edit Microsoft Excel PivotTable Reports.

**Prerequisites:** Before taking this course, you should have a basic understanding of using Microsoft Excel.

**Delivery Method:** Instructor-led, online-delivery learning model with structured hands-on activities.

**Benefits:** Upon successful completion of this course, you will be able to manage, edit, and create PivotTable reports and PivotTable charts.

#### Other Excel 2007 Courses:

**Microsoft Excel - Level 1** Learn the basics of working with an Excel worksheet. Students will gain an understanding of working with data to organize information and format.

**Microsoft Excel - Level 2** Students will take their knowledge of Excel to the next level. Learn to work with worksheets, data analysis tools, and data ranges.

**Microsoft Excel - Advanced Functions and Formulas** Learn to create formulas in Excel using built in functions. With hundreds of functions available in Excel advance your understanding with several useful functions.

**Microsoft Excel - Creating Charts** Learn to visually display data in an Excel chart. Students will work with different chart types and how to format the data.

**Microsoft Excel - Working with Macros** Macros are an action or a set of actions that you can use to automate tasks. Macros are recorded in the Visual Basic for Applications programming language. Students will learn to record and edit macros.

#### Performance-Based Objectives

- Introduction to PivotTable Reports
- Organizing Data for PivotTable Reports
- Build a PivotTable Report
- Working with a PivotTable Report
- Understanding PivotTable Tools
- Create and Edit a PivotChart

