

## Microsoft Excel: PivotTables

### Course Specifications

**Course number:** 084580

**Course length:** 0.5 day(s)

### Course Description

**Course Objective:** You will create and analyze PivotTable data.

**Target Student:** This course is meant for people with a sound working knowledge of Microsoft Excel and general computer proficiency.

**Prerequisites:** Before starting this course, students are recommended to take the following Element K courses or have equivalent knowledge: Microsoft® Office Excel® 2010: Level 1 and Microsoft® Office Excel® 2010: Level 2

### Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- 1 GHz Pentium-class processor or faster.
- Minimum 256 MB of RAM. 512 MB of RAM is recommended.
- 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- CD-ROM drive.
- Keyboard and mouse or other pointing device.
- 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- Printer (optional) or an installed printer driver.
- Projection system to display the instructor's computer screen.

### Software Requirements

Each computer requires the following software:

- Microsoft® Office Professional Plus 2010 Edition
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® XP Professional with Service Pack 2

### Course Objectives

Upon successful completion of this course, students will be able to:

- build a PivotTable.
- analyze data using PivotTables.
- present PivotTable data visually.

### Course Content

#### Lesson 1: Building a PivotTable

**Topic 1A:** Insert a PivotTable

**Topic 1B:** Create a PivotTable Based on External Data

**Topic 1C:** Categorize PivotTable Data

**Topic 1D:** Customize a PivotTable

## **Lesson 2: Analyzing Data Using PivotTables**

**Topic 2A:** Create Custom Calculations in a PivotTable

**Topic 2B:** Restructure a PivotTable

## **Lesson 3: Presenting PivotTable Data Visually**

**Topic 3A:** Format a PivotTable

**Topic 3B:** Present a PivotTable in a PivotChart

**Topic 3C:** Print PivotTables and PivotCharts

## **Appendix A: Solvers**

## **Appendix B: Goal Seek**

## **Appendix C: Troubleshooting PivotTables**