Microsoft Office Excel 365/2021/2024: Data Analysis with Pivot Tables

Course Number:

091149

Course Length:

0.5 day

Course Description

Overview:

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze data and gain actionable insight is greater than ever. You already have experience working with Microsoft Excel and creating basic PivotTables to summarize data. But Excel can do much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

This material will benefit users of any current Office version. The classroom environment setup is based on Excel for Office 365.

Course Objectives:

In this course, you will use the advanced PivotTable functionality in Excel to analyze your raw data.

You will:
- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyze data by using PivotTables.
- Work with PivotCharts.

Target Student:

Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

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Course Prerequisites:

To ensure your success in this course, you should have experience working with Excel and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables. You can obtain this level of skill and knowledge by taking the following courses:
- *Microsoft Excel (Desktop or Online): Part 1*
- *Microsoft Excel (Desktop or Online): Part 2*

Course-Specific Technical Requirements

Hardware

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:
- 1 gigahertz (GHz) 64-bit (x64) processor.
- 2 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1,024 × 768 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Bootable DVD-ROM or USB drive.
- Keyboard and mouse or a compatible pointing device.
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).
- (Instructor computer only) A display system to project the instructor's computer screen.

Software

- Microsoft Windows 10 Professional or Enterprise
- Microsoft Office 365 for Business license (which provides the Microsoft Office apps)

  NOTE: The Office 365 plan you use depends on the licensing available in your environment. If you wish to use a trial version, Office 365 Business Premium is acceptable. This course was not tested with Office 365 Home or Office 365 Personal; some features might not be available in these editions.
- If necessary, software for viewing the course slides. (Instructor machine only.)

Course Content

Lesson 1: Preparing Data and Creating PivotTables

Topic A: Prepare Data

Topic B: Create a PivotTable from a Local Data Source

Topic C: Create a PivotTable from Multiple Local Data Sources

Topic D: Create a PivotTable from an External Data Source

Lesson 2: Analyzing Data by Using PivotTables

Topic A: Summarize PivotTable Data

Topic B: Organize PivotTable Data

Topic C: Filter PivotTable Data

Topic D: Format a PivotTable

Topic E: Refresh and Change PivotTable Data

Lesson 3: Working with PivotCharts

Topic A: Create a PivotChart

Topic B: Manipulate PivotChart Data

Topic C: Format a PivotChart