



Mastering Excel 2010 / 2007 PivotTables Course Overview

Mastering Excel 2010 / 2007 PivotTables

Course Duration:

7 Hours / 1 Day

1 PivotTable Fundamentals

- What Is a PivotTable?
- Why Should You Use a PivotTable?
- When Should You Use a PivotTable?
- The Anatomy of a PivotTable
- PivotTables Behind the Scenes
- Limitations of PivotTable Reports

2 Creating a Basic PivotTable

- Preparing Your Data for PivotTable Reporting
- Creating a Basic PivotTable
- Keeping Up with Changes in Your Data Source

3 Customizing Fields in a PivotTable

- The Need to Customize
- Displaying the PivotTable Field Dialog Box
- Customizing Field Names
- Applying Numeric Formats to Data Fields
- Changing Summary Calculations
- Adding and Removing Subtotals
- Using Running Total Options

4 Formatting Your PivotTable Report

- Using AutoFormat

- Applying Your Own Style
- Setting Table Options

5 Controlling the Way You View Your Pivot Data

- Showing and Hiding Options
- Sorting in a PivotTable
- Producing Top 10 Reports
- Grouping Pivot Fields

6 Performing Calculations Within Your PivotTables

- Introducing Calculated Fields and Calculated Items
- Creating Your First Calculated Field
- Creating Your First Calculated Item
- Rules and Shortcomings of PivotTable Calculations
- Managing and Maintaining Your PivotTable Calculations

7 Creating and Using PivotCharts

- What Is a PivotChart Really?
- Creating Your First PivotChart
- Rules and Limitations of PivotCharts
- Alternatives to Using PivotCharts

8 Using Disparate Data Sources for Your PivotTable

- Working with Disparate Data Sources
- Using Multiple Consolidation Ranges
- The Anatomy of a Multiple Consolidation Range PivotTable
- Creating a PivotTable from an Existing PivotTable

9 Using External Data Sources for Your PivotTable

- Building a PivotTable Using External Data Sources
- Importing and Using External Data Without the PivotTable Wizard
- Creating Dynamic PivotTable Reporting Systems
- PivotTable Data Options

10 Leveraging the Power of OLAP Cubes

- Defining OLAP?
- Benefits of OLAP Cubes
- Introduction to Data Warehouses and OLAP Cubes
- Connecting to an OLAP Cube
- Working with an OLAP PivotTable
- Comparing OLAP Cubes' PivotTables to Excel Data
- Other Considerations When Using OLAP Cubes