

## **Excel – Pivot Tables**

### **Prerequisite**

A good working knowledge of Microsoft Excel

### **Course Description**

A Pivot Tables is an interactive table that you can use to quickly summarize large amounts of data. Students will learn how to build a Pivot Table. They will learn how to modify the data displayed, format the table, and add and delete fields from the Pivot Table. They will also learn to use the “Show Pages” feature to display Pivot Table field pages on separate worksheets.

### **Objectives**

#### ***Pivot Tables***

- Create a Pivot Table
- Use the “Page” Area
- Add and Delete Fields from a Pivot Table
- Change Summary Functions
- Remove Grand Totals
- Refresh Data
- Format Pivot Tables
- Display the Top Items For a Pivot Table Field
- Change How a Pivot Table Displays Empty Cells
- Show and Hide Field Data
- Grouping Data
- Use the “Show Pages” Feature

### **Class Length**

90 minutes  
Instructor lead, hands-on course