# All About Pivot Tables in Excel - Bite Sized

**Available in Office 365, 2019, 2016, 2013 & 2010**

ITS SmartStyle Training

## Data List Revision

- Data List Essential Skills
- Sorting List Data
- Filtering Data & Custom Filters
- Naming Cells & Ranges

## Introducing Pivot Tables

- Creating a Pivot Table
- Creating Pivot Tables from Multiple Tables
- Adding, Moving & Removing Fields
- Sorting & Filtering Pivot Data
- Refreshing Data & Changing the Data Source
- Filtering Data with Interactive Slicers & Timelines
- Grouping & Ungrouping Data
- Drill Down & Extract Data
- Summary Functions & Custom Calculations
- Using the GETPIVOTDATA Function
- Defining Pivot Field & Field Settings
- Formatting Pivot Tables
- Creating & Modifying PivotChart Reports

**Course Duration: 1/2 Day**

**Price Per Day: £695**
(For any 2 Bite Sized courses)

**Suitable For:**
Those who need to analyse, summarise and present large volumes of data using Pivot Tables and Pivot Charts.

**Learning Outcomes:**
By the end of the course delegates will be able to create Pivot Table and Pivot Chart reports of varying complexities that include a variety of formulae and functions.

**Prerequisite Skills:**
A thorough grounding in building spreadsheets which include functions, such as Min, Max, and Average.