

## Excel 2016 – Data Analysis with Pivot Tables

**Length:** 1/2 Day

**Experience Needed:** Excel 2016 – Advanced, or relevant experience

**Summary:** Upon successful completion of this course, you will be able to use Excel 2016 advanced Pivot Table functionality to analyze your raw data:

- Prepare data for Pivot Table reporting and create PivotTables from various data sources
- Analyze Data Using Pivot Tables
- Work with PivotCharts

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### COURSE CONTENT

#### 1: PREPARING DATA AND CREATING PIVOT TABLES

- Prepare Data
- Create a Pivot Table from a Local Data Source
- Create a Pivot Table from Multiple Local Data Sources
- Create a Pivot Table from an External Data Source

#### 2: ANALYZING DATA USING PIVOT TABLES

- Summarize Pivot Table Data
- Organize Pivot Table Data
- Filter Pivot Table Data
- Format a Pivot Table
- Refresh and Change Pivot Table Data

#### 3. WORKING WITH PIVOT CHARTS

- Create a Pivot Chart
- Manipulate Pivot Chart Data
- Format a Pivot Chart