

Course Outline

MS Excel – Pivot Tables

Course ID: EXCE3007	Course: MS Excel – Pivot Tables
Duration: 3 ½ Hours	No. of Delegates: max 8
Course Format: Presentations, Demonstrations and Practical workshop	
<p><i>Delegates' Pre-Requisite Knowledge/Skills</i> Delegates have a good working knowledge of Excel including creating/saving workbooks, entering and formatting data, entering formulas and using SUM/AutoSUM.</p> <p>This course also requires an aptitude for logical and analytical thinking.</p>	
<p><i>Learning Outcomes/Objective</i> At the end of the course delegates will be able to:</p> <ul style="list-style-type: none"> ▪ Understand the fundamentals and terminology of Databases ▪ Use Excel as a Database Tool ▪ Understand Pivot Table terminology ▪ Create and modify Pivot Tables to analyse data in different ways 	
<p><i>Course Outline</i></p> <ul style="list-style-type: none"> ▪ Database fundamentals ▪ Databases in Excel ▪ Creating a Form to input data ▪ Sorting & Filtering ▪ Introduction to Pivot Tables and Terminology ▪ Using the Pivot Table Wizard ▪ Creating a Pivot Table by dragging-and-dropping fields ▪ Changing the Summary Function ▪ Filtering on row/column field values ▪ Grouping/Ungrouping ▪ Using Page Fields to filter the data 	

