

# ADVANCED EXCEL 2

## PIVOT TABLE



**Duration:** 3 hours

**Prerequisites:**

- Knowledge of the Windows environment
- Have completed the *Excel Intermediate course* or have equivalent knowledge
- Have access to a computer and Microsoft Excel (versions 2013, 2016 or OFFICE 365)

**Attestation:** yes

**Learning tolls:**

- Distance learning
- Demonstrations
- Training material included

**Skills acquired at the end of the training:**

- Create, modify and reorganize a Pivot Table
- Analyze and aggregate data to get a good report
- Perform a VLOOKUP and HLOOKUP

### PROGRAM:

#### PIVOT TABLE

##### FIELD LIST

- Arrange fields in the right place
- In rows and/or columns
- Use the report filter
- Choose the right summary and format in Values

##### TOOLS TAB

- Choose the right layout
- Add or remove totals and subtotals
- Choose a style to enhance the Pivot Table

##### OPTIONS (ANALYSIS)

- Change the source and refresh the data
- Show percentage values
- Use segments with its views
- Group selection: (Date, number)
- Insert a Pivot Table
- Create a Simple Calculated Field (Depending on the time)

#### NAME MANAGER

- Define a name
- Edit, delete a name

#### RESEARCH

- Create, use and understand VLOOKUP and HLOOKUP

#### FORMULA VERIFICATION

- Identify dependents and precedents
- View formulas

#### QUESTIONS & ANSWERS

