

Microsoft Excel

Pivot Tables and Advanced Filters Course Outline

The Course content is outlined below:

Advanced Filtering

- Multi Filters
- Filtering by Colour
- Custom Filters
- Criteria Filtering (i.e. Greater Than, Less Than, Between, Not Equal To)
- Multi Criteria Filtering (Advanced Filter)
- Multi Criteria Filtering “In Place” and “Copy of another Location”

Pivot Tables

- Designing and Creating a Pivot Table
- Modifying a Pivot Table Layout
- Updating a Pivot Table and using Pivot Table options
- Managing Pivot Table Totals and Sub Totals
- Grouping Pivot Table Data
- Creating a Pivot Table using External Data
- Filtering Pivot Tables using Slicers and Timelines
- Pivot Table “Dashboards” using Slicers

- Creating Multiple Pivot Tables on the same sheet
- Consolidating Pivot Table Data
- Pivot Table calculations
- Pivot Table Report pages
- Linking information, formulas and the GETPIVOTDATA function
- Creating Pivot Charts and Modifying Pivot Charts
- Filtering Pivot Charts