

PIVOT TABLES & MACROS IN EXCEL - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Data List Revision

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

Introducing Pivot Tables

- ▶ Creating a Pivot Table
- ▶ Adding, Moving & Removing Fields
- ▶ Sorting & Filtering Pivot Data
- ▶ Grouping & Ungrouping Pivot Data
- ▶ Drill Down & Extract Data
- ▶ Summary Functions
- ▶ Formatting Pivot Tables
- ▶ Creating PivotChart Reports

Automating Spreadsheets with Macros

- ▶ Introducing Macros
- ▶ Recording & Running Macros
- ▶ Assigning Macros to Shortcuts
- ▶ Adding Macros to the Quick Access Toolbar
- ▶ Editing & Deleting Macros
- ▶ Macro Virus Protection

Course Duration: 1/2 Day

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

Suitable For:

Those who need to automate commands with macros and 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 Tables and Pivot Chart reports of varying complexities. They will also be able to automate commands by recording simple macros and assigning them to shortcuts and buttons.

Prerequisite Skills:

Delegates attending this course should have a thorough grounding in building spreadsheets which include functions, such as Min, Max, and Average.