

# Microsoft Excel - Pivot Tables - 2019-365

GoSkills online course syllabus

<b>Skill level</b>	<b>Lessons</b>	<b>Accredited by</b>
Beginner	38	CPD
<b>Pre-requisites</b>	<b>Versions supported</b>	<b>Video duration</b>
Excel - Basic	2016, 2019, 365	3h 12m
<b>Estimated study time</b>	<b>Instructor</b>	
19h	Ken Puls	

## The Very Basics

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- 1** What is a PivotTable - and Why Do You Care?  
PivotTables open up your world to quickly summarize data and build solutions that others can explore.
- 2** The PivotTable Life Cycle  
Understanding how the life cycle of a PivotTable solution is different than an ad-hoc reporting solution.
- 3** Creating Your First PivotTable  
Creating your first PivotTable is the first step to unlocking serious Excel power in data optimization.
- 4** Field Well Options  
Determining the Field Well options you'd like to use to view your PivotTable data.

## Sourcing Your Data

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- 5** Source Data Best Practices  
Setting up your data sets to ensure that they will be able to be consumed by a PivotTable.
- 6** Using Excel Ranges  
Choosing between building quick and dirty PivotTables or future-proofing PivotTables for future updates.
- 7** Preparing Source Data  
When you need to aggregate multiple tables or create new fields in order to display properly in a PivotTable.

# 8

## Using External Data

Connecting to external data sources (such as databases), and pulling the data into Excel.

# 9

## Managing Power Queries

Updating a Power Query solution to a new file path, allowing us to refresh the file with a click.

# Laying Out the PivotTable

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# 10

## Totals and Sub-Totals

Use to turn totals and subtotals on/off where needed in your PivotTable.

# 11

## Choosing PivotTable Layouts

Determining the basic layout you'd like to use to display your PivotTable data.

# 12

## Grouping

Use to group different row or column fields together for a more logical display.

# PivotTable Calculations

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# 13

## Aggregation

When you wish to show different aggregation on your PivotTable fields than what is provided by default.

# 14

## Running Totals

When you need to display a running total on your PivotTable.

# 15

## Percent of x Calculations

When you need to display a value as the % of another value on your PivotTable.

# 16

## Difference From Calculations

When you need to display values that are a difference from another value in a PivotTable. This is very useful for showing growth/decline from previous periods.

# 17

## Percentage Difference From Calculations

When you need to display values that are a percentage of difference from another value in a Pivot Table. This is very useful for showing growth/decline from previous periods.

# 18

## Top and Bottom x Items

When you want to filter your PivotTable to show the top/bottom x items or top/bottom x% of items in the data set.

**19**   **Calculated Fields**  
Understanding how to create calculated fields in a PivotTable.

**20**   **Calculated Items**  
Understanding how to create calculated items in a PivotTable.

## PivotTable Formatting

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**21**   **Value Field Formats**  
Various ways to display numbers in the values area of a PivotTable.

**22**   **Preserving Cell Formats on Update**  
How to force a PivotTable to preserve cell formats and column widths when it is updated.

**23**   **PivotTable Styles**  
Using pre-defined styles with a PivotTable.

**24**   **Custom PivotTable Styles**  
Creating your own style to use with a PivotTable.

**25**   **Conditional Formatting on PivotTables**  
Basics of applying conditional formats to a PivotTable.

## Sorting

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**26**   **Basic Sorting**  
Basic sorting of row and column headers in a PivotTable.

**27**   **Custom Sorting**  
Creating custom sort orders for a PivotTable.

**28**   **Sorting Values**  
Sorting the values area of a PivotTable.

## Filtering Data

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**29** Report Filters  
Using Report Filters to narrow down results in a PivotTable.

**30** Built-in Filter Controls  
Using row and column filters to narrow down results in a PivotTable.

**31** Slicers  
Slicers are user-friendly filters for PivotTables.

**32** Timelines  
Timelines are date specific filters for PivotTables.

**33** Filtering Multiple PivotTables  
Filtering multiple PivotTables at once with Slicers.

## Extracting Data

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**34** Show Details  
Using Show Details to extract details from a summarized value.

**35** GETPIVOTDATA  
Using the GETPIVOTDATA function to extract specific fields from a PivotTable.

## Data Visualization

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**36** Creating PivotCharts  
Creating PivotCharts out of a PivotTable.

## Finalization

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**37** Automating Refresh  
Automating PivotTable refresh operations.

**38** Pre-release Considerations  
Items to consider before releasing your file to users.

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