

5

Session Five: Pivot Tables

If the only tool you have is a hammer, you tend to see every problem as a nail.

Abraham Maslow (1908 - 1970)

I'm constantly amazed at how many highly experienced Excel users are unable to understand Pivot tables.

"I manage to do everything I want to without them" they will tell me.

I've seen many cases where a user has spent hours creating a worksheet-based solution that could have been addressed in a few seconds using a pivot table.

This session will empower you with a complete mastery of this essential Excel tool.

Session Objectives

By the end of this session you will be able to:

- Create a one dimensional pivot table report from a table
- Create a grouped pivot table report
- Understand pivot table rows and columns
- Use an external data source
- Apply a simple filter and sort to a pivot table
- Use report filter fields
- Use report filter fields to automatically create multiple pages
- Format a pivot table using PivotTable styles
- Create a custom PivotTable style
- Understand pivot table report layouts
- Add/remove subtotals and apply formatting to pivot table fields
- Display multiple summations within a single pivot table
- Add a calculated field to a pivot table
- Add a calculated item to a pivot table
- Group by Text
- Group by Date
- Group by numeric value ranges
- Show row data by percentage of total rather than value
- Create a pivot chart from a pivot table
- Embed multiple pivot tables onto a worksheet