

PivotTables and Data Analysis with Excel («MEPT»)

Learn to summarize and analyze your data efficiently with PivotTables.

Duration: 1 day

Price: 700.–

Course documents: Digital courseware

Content

1. Sorting data
 - Easy sorting
 - Sort by multiple criteria
 - Sort by custom criteria
 - Sort by colors and cell icons
2. Filter data
 - The simple filter
 - Extended filter (special filter)
3. PivotTables and PivotCharts
 - Requirements
 - Static and dynamic areas
 - Create a PivotTable report
 - Areas of the PivotTable
 - Filter pivot data
 - Use timelines and slicers to filter data
 - Functions in the value range
 - Sort data
 - Group data
 - Analyze values
 - Calculated fields
 - Function GETPIVOTDATA
 - Consolidate data from multiple tables (PowerQuery)
 - Customize layout and format
 - Conditional Formatting
 - Update data
 - Pivot charts
4. External data
 - From Microsoft Access
 - From text files

Key Learnings

- Cleaning, structuring, filtering and optimising lists for further use
- Summarising, analysing and evaluating data with PivotTable reports
- Visualising data effectively and dynamically using PivotCharts
- Learning the first steps towards dashboards/cockpits

Target audience

Advanced users, who would like to use the large possibilities of Excel to analyse data.

Requirements

This is not a beginner course. You should have good Excel skills, especially formulas and functions (IF function, Vlookup, Min, Max, Average, Sum, Count, Counta, etc.)

- [Efficient calculations and visualizations with Microsoft Excel \(«ME2»\)](#)

Additional information

This course is suitable for users of Excel 365, 2019 and 2016.

Further courses

- [Creating interactive dashboards with Microsoft Excel \(«ME7»\)](#)
- [Power Query and Power Pivot for data analysis in Excel \(«MEPQPP»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-pivottables-and-data-analysis-with-excel