

# 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](mailto: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](http://www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-pivottables-and-data-analysis-with-excel)