

PivotTables for the Faint of Heart

Course Outline

1: Getting Ready to Learn

- Examining the Course Outline
- Downloading Course Resources
- Looking at the Sample Data
- A Word about Excel Versions

2: PivotTable Basics

- What Is a PivotTable?
- Getting Your Data Ready

3: Creating a PivotTable

- Section 3 Overview
- Your First PivotTable Steps
- Adding Fields to Your PivotTable
- Filtering Data
- Developing Groups

4: Variations on Creating PivotTables

- Section 4 Overview
- Using Quick Views to Create a PivotTable
- Using the Classic PivotTable Layout
- Using Classic PivotTable Layout as the Default

5: Editing a PivotTable

- Section 5 Overview
- Using Ribbon Tools to Edit a PivotTable
- Directly Changing a PivotTable Field
- Changing Row and Column Fields
- Specifying How Data is Summarized
- Using the Mouse to Edit a PivotTable
- Copying a PivotTable
- Deleting a PivotTable

6: Using Slicers and Timelines

- Section 6 Overview
- Adding and Using Slicers
- Adding and Using Timelines
- Clearing a Slicer or a Timeline
- Deleting a Slicer or a Timeline

7: Formatting PivotTables

Section 7 Overview

Specifying a PivotTable Layout

Working with PivotTable Formats

Maintaining Formatting when Refreshing PivotTables

Default Formatting for PivotTables

8: Adding Calculated Data

Section 8 Overview

Creating a Calculated Field

Creating a Calculated Item

Weighted Averages in a PivotTable

9: Refreshing Data

Section 9 Overview

Refreshing a PivotTable

Refreshing Multiple PivotTables

Starting with Refreshed PivotTables

Verifying Data Ranges

10: Diving Into the Information in a PivotTable

Section 10 Overview

Expanding PivotTable Rows to Sheets

Error in a Linked PivotTable Value

Rows in a PivotTable

11: Tweaking How You Use PivotTables

Section 11 Overview

Working without Columns

Filtering PivotTable Data for a Running Period

Reducing Workbook File Size

12: Working with PivotCharts

Section 12 Overview

Starting to Create a PivotChart

Building Your PivotChart

Editing a PivotChart

Formatting a PivotChart

13: Wrapping Up

Creating Your Own Testing Data

Where to Go from Here