

**Course:****Maximizing PivotTable (Microsoft Excel 2010)**

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**Course Number:** MOC50448**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This 1 day course provides students with the knowledge and skills to use the features and functions of Microsoft Office Excel PivotTable 2010 to accomplish analysis tasks.

***Target Audience***

This course is intended for users of Microsoft Office Excel who want to learn about the features of Microsoft Office Excel PivotTable 2010.

***Prerequisites***

Before attending this course, students must have:

- A basic working knowledge of Microsoft Office Excel

***Objectives***

After completing this course, students will be able to:

- Making Data Work For You
- A Quick Tour
- Manipulating the PivotTable
- Digging Deeper
- Beyond the Basics
- More PivotTable Calculations
- Optional Topics

***Outline*****Module 1: Making Data Work For You**

This module explains how to make use of Excel data and maximize it through the use of PivotTable.

- Lessons
  - Maximize the Power of PivotTable
  - Ask the Questions
  - Get the Answer
- After completing this module, students will be able to:
  - Maximize the Power of PivotTable

## Module 2: A Quick Tour

This module explains how to use determine the source needed to create its PivotTable report.

- Lessons
  - Determine What You Need to Know
  - Identify the Source
  - Creating the Pivot Table
  - Working with Pivot Table Layout
- Lab : A Quick Tour
  - Practice
- After completing this module, students will be able to:
  - Determine the source needed for its PivotTable
  - Create the PivotTable
  - Working with the PivotTable

## Module 3: Manipulating the PivotTable

This module explains how to rearrange the layout of the PivotTable.

- Lessons
  - Rearranging the Layout
  - Adding New Field
  - Renaming a Field
  - Formatting Numbers
  - Changing Sorting Order
  - Showing Top 10
  - Refreshing Data
- Lab : Manipulating the PivotTable
  - Practice
- After completing this module, students will be able to:
  - Rearrange the layout of the PivotTable
  - Adding, renaming New Field within the PivotTable
  - Formatting Number in the PivotTable reports
  - Changing Sorting Order
  - Showing Top 10 values
  - Refreshing Source data within the PivotTable

## Module 4: Digging Deeper

This module explains how to group item, display subtotals and grand totals within the PivotTable. It also introduces the feature of Slicer to display item in PivotTable.

- Lessons
  - Grouping Items
  - Displaying Subtotals
  - Hiding/Showing Grand Totals
  - Formatting PivotTable
  - Using Slicer
  - Formatting Slicer
- Lab : Digging Deeper
  - Practice
- After completing this module, students will be able to:
  - Display grouping and subtotals for PivotTable
  - Formatting PivotTable
  - Organize PivotTable through the use of Slicer

## Module 5: Beyond the Basics

This module explains how to create a second data field and changing the summary function with the PivotTable.

- Lessons
  - Creating Second Data Field
  - Changing the Summary Function
  - Displaying Numerical Value as a Percentage of the Total
  - Creating a Custom Calculation
  - More Function in Custom Calculation
- Lab : Beyond the Basics
  - Practice
- After completing this module, students will be able to:
  - Create a Second Data Field within the PivotTable
  - Changing Summary Function
  - Displaying Numerical Value as a Percentage of the Total
  - Create custom calculation within the PivotTable

## Module 6: More PivotTable Calculations

This module explains how to insert formula within the PivotTable.

- Lessons
  - Using Formulas
  - Creating a Calculated Field
  - Creating a Calculated Item
  - Using GetPivotData Function
  - Turn off GetPivotData Function
- Lab : More PivotTable Calculations
  - Practice
- After completing this module, students will be able to:
  - Use Formulas with the PivotTable
  - Create a calculated field and item
  - Using GetPivotData Function
  - Turn off GetPivotData Function

## Module 7: Optional Topics

This module explains how to create a PivotChart, Publishing PivotTable to the Web and using multiple source range for the PivotTable.

- Lessons
  - Creating PivotChart
  - Publishing PivotTable to the Web
  - Using Multiple Source Ranges
- After completing this module, students will be able to:
  - Creating PivotChart
  - Publishing PivotTable to the Web
  - Using Multiple Source Ranges to create PivotTable