MOC 50482 (A) Maximizing PivotTable Using Microsoft Excel 2007

Course Summary

Description

This course provides students with the knowledge and skills to use the features and functions of Microsoft Office Excel PivotTable 2007 to accomplish analysis tasks.

Objectives
At the end of 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

Topics

- Making Data Work For You
- A Quick Tour
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Audience

This course is intended for users of Microsoft Office Excel who want to learn about the features of Microsoft Office Excel PivotTable 2007.

Prerequisites

Before attending this course, students must have:

- A basic working knowledge of Microsoft Office Excel

Duration

One day

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Course Outline

I. Making Data Work For You
This module explains how to make use of Excel data and maximize it through the use of PivotTable.
A. Maximize the Power of PivotTable
B. Ask the Questions
C. Get the Answer

After completing this module, students will be able to:
- Maximize the Power of PivotTable

II. Quick Tour
This module explains how to use determine the source needed to create its PivotTable report.
A. Determine What You Need to Know
B. Identify the Source
C. Creating the Pivot Table
D. 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

III. Manipulating the PivotTable
This module explains how to rearrange the layout of the PivotTable.
A. Rearranging the Layout
B. Adding New Field
C. Renaming a Field
D. Formatting Numbers
E. Changing Sorting Order
F. Showing Top 10
G. 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

IV. Digging Deeper
This module explains how to group item, display subtotals and grand totals within the PivotTable.
A. Grouping Items
B. Displaying Subtotals
C. Hiding/Showing Grand Totals
D. Formatting PivotTable

Lab: Digging Deeper
- Practice

After completing this module, students will be able to:
- Display grouping and subtotals for PivotTable
- Formatting PivotTable

V. Beyond the Basics
This module explains how to create a second data field and changing the summary function with the PivotTable.
A. Creating Second Data Field
B. Changing the Summary Function
C. Displaying Numerical Value as a Percentage of the Total
D. Creating a Custom Calculation
E. More Function in Custom Calculation

Lab: Beyond the Basics
- Practice

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Course Outline (cont'd)

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

VI. More PivotTable Calculations

This module explains how to insert formula within the PivotTable.

A. Using Formulas
B. Creating a Calculated Field
C. Creating a Calculated Item
D. Using GetPivotData Function
E. 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

VII. Optional Topics

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

A. Creating PivotChart
B. Publishing PivotTable to the Web
C. 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

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