



## Microsoft Excel 2016: Creating and Analyzing Data with Pivot Tables and Pivot Charts

**Overview:** Advances in technology have made it possible to store ever increasing amounts of data. Along with this, the need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic PivotTables to summarize data. But, Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create PivotCharts will help you to gain a competitive edge. You will not only be able to summarize data for you to analyze, but also organize the data in a way that can be meaningfully presented to others. This leads to data-driven business decisions that have a better chance for success for everyone involved.

**Prerequisites:** Prior to taking this course, students should have completed CMC's *Microsoft Office Excel 2016: Introduction* and *Microsoft Office Excel 2016: Intermediate* courses or possess equivalent knowledge.

**Course Length:** One Day

### Course Content

#### **Lesson 1: Preparing Data and Creating PivotTables**

- Prepare Data
- Create a PivotTable from a Local Data Source
- Create a PivotTable from Multiple Local Data Sources
- Create a PivotTable from an External Data Source

#### **Lesson 2: Analyzing Data Using PivotTables**

- Summarize PivotTable Data
- Organize PivotTable Data
- Filter PivotTable Data
- Format a PivotTable
- Refresh and Change PivotTable Data

#### **Lesson 3: Working with PivotCharts**

- Create a PivotChart
- Manipulate PivotChart Data
- Format a PivotChart