

Excel Pivot Tables

One-day live course - virtual or at your offices

Which region sells the most? Which products carry their category? Are sales actually growing? Your team can answer questions like these in minutes with a Pivot Table - no formulas required - yet most people still build the same reports by hand every month. This day starts from nothing and ends with an interactive dashboard.

What you will be able to do

- Structure data so a Pivot Table grows with it, and build your first report in minutes
- Summarise any measure - totals, averages, counts, highest and lowest - side by side in one table
- Group dates into years, quarters and months, and chart the trend year against year
- Narrow the answer with filters, Top 10, slicers and timelines - and drive several tables from one slicer
- Show shares, running totals, differences and rankings without writing a single formula
- Build an interactive one-page dashboard with key metrics, charts and connected slicers

The day at a glance

- Getting started - what a Pivot Table is for, and structuring data so it works first time
- Your first Pivot Table - the four areas, multiple dimensions and measures, sorting and refresh
- Aggregation, grouping and formatting - then dates and trend analysis
- Filtering, Top 10, slicers and timelines - one slicer driving several Pivot Tables
- Analysing data - percentage shares, running totals, differences and rank, plus frequency analysis
- Conditional formatting and the dashboard build - then a capstone brief on a cold dataset and your own data

398,000 learners taught · 4.59 average from 139,641 reviews · Delivered by Ian Littlejohn

Practical details

6 hours of live teaching, fully hands-on - every section ends with your team answering a manager's questions themselves. For confident Excel users who have never built a Pivot Table. Delegates need Excel 2016 or later, or Microsoft 365.

VIRTUAL LIVE TRAINING

£995 + VAT

Up to 8 delegates

FACE TO FACE AT YOUR OFFICES

£1,395 + VAT

Up to 10 delegates

Book your team's day - enquire at datainsighttraining.com or email ian@datainsighttraining.com