

## ME-EXL365DAP: MICROSOFT EXCEL 365: Microsoft DATA ANALYSIS WITH PIVOT TABLES AND POWER PIVOT

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Intermediate	Office 365	Instructor Led	NA

### INTRODUCTION

Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, the need to analyze data and gain actionable insight is greater than ever. You already have experience working with Microsoft 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.

This course presents information and skills that are appropriate for users of either the Office 2021 or Office 365 applications. However, the instructional environment for the delivery of this course utilizes Office 365.

### AUDIENCE PROFILE

Students taking this course are experienced Excel users who are seeking to advance their data analysis capabilities by using PivotTables.

### PREREQUISITES

To ensure your success in this course, you should have experience working with Excel and PivotTables. You should already understand spreadsheet concepts and be comfortable creating basic PivotTables. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- Microsoft Excel for Office 365 (Desktop or Online): Part 1
- Microsoft Excel for Office 365 (Desktop or Online): Part 2

### COURSE OBJECTIVES

By the end of this course, users should be able to:

- Get started with Power Pivot.
- Visualize Power Pivot data.
- Work with advanced functionality in Power Pivot.
- Prepare data for PivotTable reporting and create PivotTables from various data sources.
- Analyse data by using PivotTables.
- Work with PivotCharts.

### COURSE CONTENT

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

- Topic A: Prepare Data
- Topic B: Create a PivotTable from a Local Data Source
- Topic C: Create a PivotTable from Multiple Local Data Sources
- Topic D: Create a PivotTable from an External Data Source

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

- Topic A: Summarize PivotTable Data
- Topic B: Organize PivotTable Data
- Topic C: Filter PivotTable Data
- Topic D: Format a PivotTable

- Topic E: Refresh and Change PivotTable Data

#### Lesson 3: Working with PivotCharts

- Topic A: Create a PivotChart
- Topic B: Manipulate PivotChart Data
- Topic C: Format a PivotChart

**Lesson 4: Getting Started with Power Pivot**

- Topic A: Enable and Navigate Power Pivot
- Topic B: Manage Data Relationships

**Lesson 5: Visualizing Power Pivot Data**

- Topic A: Create a Power Pivot Report
- Topic B: Create Calculations in Power Pivot

**Lesson 6: Working with Advanced Functionality in Power Pivot**

- Topic A: Create a KPI
- Topic B: Work with Dates and Time in Power Pivot

## ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course, students will receive an attendance certificate.