



CORPORATE & CAREER TRAINING

EXCEL 2007 - PIVOT TABLES

TRAINING OUTLINE

6 HOURS

I. USING LARGE WORKSHEETS

- Increasing the Magnification
- Decreasing the Magnification
- Changing the Magnification of a Range
- Switching to Full Screen View
- Splitting the Window
- Removing Split Windows
- Freezing the Panes
- Unfreezing the Panes

II. MANAGING DATA

- Sorting Lists
- Sorting in Ascending/Descending Order
- Finding Data
- Replacing Data
- Finding and Replacing Cell Formats

III. USING AUTOFILTER

- Enabling AutoFilter
- Using AutoFilter to Filter a List
- Clearing AutoFilter Criteria
- Creating a Custom AutoFilter
- Disabling AutoFilter

IV. WORKING WITH ADVANCED FILTERS

- Creating a Criteria Range
- Using a Criteria Range
- Showing All Records
- Using Comparison Criteria
- Using an Advanced And Condition
- Using an Advanced Or Condition
- Copying Filtered Records
- Using Database Functions
- Finding Unique Records
- Removing Duplicates from a Table

V. WORKING WITH TABLES

- Using Tables
- Creating a Table from Existing Data
- Changing the Table Name
- Changing the Table Style
- Changing Table Style Options
- Creating a Total Row
- Adding Table Rows and Columns
- Inserting/Deleting Table Rows/Columns
- Creating a Calculated Column
- Selecting Parts of a Table
- Moving a Table
- Sorting Data by Multiple Levels
- Using Text Filters
- Using Number Filters
- Using Data Validation
- Validating Data using a List
- Creating a Custom Error Message
- Removing Data Validation

VI. WORKING WITH OUTLINES

- Applying an Outline
- Collapsing/Expanding an Outline
- Modifying Outline Settings
- Using Auto Outline
- Clearing an Outline
- Creating Subtotals in a List
- Removing Subtotals from a List

VII. CREATING/REVISING PIVOTTABLES

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Selecting a Report Filter Field Item
- Refreshing a PivotTable Report
- Changing the Summary Function
- Adding New Fields to a PivotTable Report
- Moving PivotTable Report Fields
- Using Expand and Collapse Buttons
- Hiding/Unhiding PivotTable Report Items
- Deleting PivotTable Report Fields
- Creating Report Filter Pages
- Formatting a PivotTable Report
- Creating a PivotChart Report
- Publishing PivotTable Reports to the Web