Workshop Aim:

The aim of this workshop is to enhance the attendee’s skills and knowledge of Excel to summarise large amounts of data and to analyse it in a variety of ways.

Learning Objectives:

Upon completion of this workshop, participants will be able:

- Create and update pivot tables to summarise data
- Modifying pivot table fields
- Hide and show pivot table data
- Group & ungroup levels within the pivot table
- Add calculated fields to pivot tables
- Consolidating multiple ranges into one pivot table
- Create charts from pivot tables
- Create lookup functions
- Convert text strings into columns

Training material provided:

- Training manual including exercises
- Keyboard shortcuts card
- Menu finder

Duration – ½ day