

Microsoft Excel Pivot Tables Training: Prerequisites and Curriculum

Prerequisites



Office 365



Creating new worksheets



Hiding worksheets



Deleting worksheets



Locating a cell



Data entry (inputting data into a cell)



Know the difference between columns and rows



Copying and pasting data



Opening a workbook



Know the difference between a workbook vs. worksheet



Saving a workbook



Inserting and deleting rows and columns

Prerequisites (Cont.)

- ▶ Filtering
- ▶ Sorting
- ▶ Formatting (colors, borders, and merging)
- ▶ Data Cleansing
- ▶ Cell referencing
- ▶ Mathematical operations and calculations
 - ▶ Sum
 - ▶ Average
 - ▶ Min
 - ▶ Max
 - ▶ Counta
 - ▶ Addition
 - ▶ Subtraction
 - ▶ Division
 - ▶ Multiplication

Training Syllabus

- ▶ What are pivot tables and why are they used?
- ▶ Layout design
- ▶ Filtering and sorting
- ▶ Slicers
- ▶ Data source and refreshing
- ▶ Navigation
- ▶ Aggregate calculations (sum, min, max, average, etc.)