

# Microsoft Excel Pivot Tables Training: Prerequisites and Curriculum

## Prerequisites

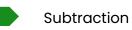
### Office 365

- 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







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.)