

# Microsoft Excel Pivot Tables Training: Prerequisites and Curriculum



## About the Workshop

This Pivot Tables Workshop is designed to help you turn raw, unorganized data into clear, structured insights that can actually be used for analysis and decision-making. In this hands-on session, you will learn how to build Pivot Tables from scratch, summarize large datasets, identify trends and key drivers, and create dynamic reports that update as your data changes. By the end of the workshop, you'll understand how analysts use Pivot Tables in real-world scenarios to break down complex data and quickly answer business questions.

## Prerequisites

The skills listed below are **required prerequisites** for participation in the Microsoft Excel Pivot Tables workshop. If you are **not yet comfortable** using these skills in Excel, we kindly ask that you **do not register at this time**, as these topics **will not be covered during the worksheet**.

### Office 365

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Creating new worksheets

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Hiding worksheets

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Deleting worksheets

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Locating a cell

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Data entry (inputting data into a cell)

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Know the difference between columns and rows

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Copying and pasting data

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Opening a workbook

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Know the difference between a workbook vs. worksheet

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Saving a workbook

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Inserting and deleting rows and columns

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## Beginners Level Skills to Know

The skills listed below are **required** for participation in the Microsoft Excel Pivot Tables workshop.

Filtering

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Sorting

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Formatting (Font, borders, alignments, data types)

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Mathematical operations and calculations

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Sum

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Average

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Min

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Max

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Count

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Addition

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Subtraction

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Division

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Multiplication

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## Topics to Be Covered

### **Estimated Hours: 3 Hours**

What are pivot tables and why are they used?

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Layout design

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Filtering and sorting

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Data source and refreshing

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Navigation

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Aggregate calculations (sum, min, max, average, etc.)

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**DATA TELLS A STORY. BE THE STORYTELLER**