

Microsoft Excel 2016 PivotTables and PivotCharts

Course Description

This training document introduces you to using Pivot Tables and Pivot Charts within Excel 2016. You will learn how to use pivots to manipulate data available in an Excel spreadsheet. You will work with columns and rows, and learn how to summarize data, such as the Sum and Average functions. You will learn how to open and use PivotChart Tools, including chart types, chart designs, and add chart titles. This training will also instruct how to import data from an external source.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

Course Level: Overview. This program is appropriate for professionals at all organizational levels.

CPE Credits: 2 (CPA)

Category: Specialized Knowledge and Applications

Prerequisite: None.

Advanced Preparation: None

Course Learning Objectives

1. Recognize what a PivotTable does.
2. Recognize steps to create PivotTables and PivotCharts.
3. Identify how to manipulate data in a PivotTable and PivotCharts.
4. Recognize common functions, such as Sum and Average.