

Excel Illuminated

PivotTables – Part 1

Course Description

Recent research released by Microsoft shows that 80% of Excel users have yet to use pivot tables. In this presentation Excel expert David H. Ringstrom, CPA, covers the basics of creating and using Excel pivot tables. You'll quickly be able to instantly summarize lists of data into meaningful reports with just a few clicks of your mouse. As with many aspects of Excel, pivot tables have several nuances that can frustrate new users, so David will be sure to bring these to your attention so that you can use the feature effectively.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in the subscription-based Office 365 version of Excel. David draws your attention to any differences in the older versions of Excel (2019, 2016, 2013, and earlier) during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the webcast.

Office 365 is a subscription-based product that provides new-feature updates as often as monthly. Conversely, the perpetual licensed versions of Excel have feature sets that don't change. Perpetual licensed versions have year numbers, such as Excel 2019, Excel 2016, and so on.

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: Computer Software and Applications

Prerequisite: None

Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify the location of the pivot table-related Subtotals command within Excel's ribbon menu interface.
2. Identify the location of the Field List command within Excel's ribbon menu interface.
3. Identify which of four ways is not a method for removing fields from a pivot table.