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**Learning Style: On Demand**

**Provider: Microsoft**

**Difficulty: Beginner**

**Course Duration: 2 Hours**

## Excel 2019 Pivot Tables



### **About this Course:**

Pivot Tables helps you easily take a very large dataset and create a table that only displays the information you need.

### **Course Objectives:**

- You will learn how to easily create, modify, and update Pivot Tables and charts.

## Audience:

- Anyone who uses Excel and wants to learn one of the most powerful tools Excel offers.

## Course Outline:

- Introduction
- Data Mining
- Adding Related Data Using VLOOKUP
- Inserting Pivot Tables
- Setting Up Pivot Tables
- Building Pivot Tables
- Filtering and Slicing Pivot Table Data
- Changing Source Data and Refreshing Pivot Tables
- Inserting Pivot Charts
- Using Tables to Build Pivot Tables
- Finding Correct Layouts for Reports
- Setting Default Layouts for Reports
- Using Pivot Table Styles
- Subtotals and Grand Totals
- Creating Report Pages
- Adding the Power Pivot Tab to Excel
- Creating Tables for the Data Model
- Adding Relationships with Power Pivot
- Using DAX Expressions with Power Pivot
- Creating Pivot Tables with Power Pivot
- When to Use Power Pivot
- Conclusion

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