

**SYSTEMETRICS
PERSONAL COMPUTER
SEMINAR**

**Excel 2007 - 2010
PivotTables**

(1/2 day)

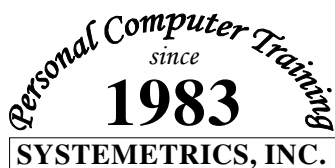
Duration: 3 hours

Prerequisite(s): Basic Microsoft Excel knowledge

Environment: Microsoft Windows

Version(s): Excel 2007 and 2010.

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Excel PivotTables.



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Dec-11.

Who Should Take This Seminar: *Excel 2007 - 2010 PivotTables* is designed to teach the students how to summarize and analyze data using the PivotTable feature in Microsoft Excel. Upon completing this seminar, the student will be able to create and format Excel PivotTables, add and remove fields from the PivotTables, “pivot” the display of information, and filter PivotTable information. This seminar should not be taken by those using versions of Excel prior to 2007. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

Seminar Outline

I. PivotTable Basics

- A. What is a PivotTable?
- B. PivotTable fields
- C. PivotTable layout areas
- D. PivotTable Field List
- E. PivotTable Design Ribbon
- F. Displaying the PivotTable Design Layout Grid

II. PivotTable Creation

- A. Creating a PivotTable
- B. Displaying/hiding the Field List
- C. Displaying the PivotTable Toolbar
- D. Formatting a PivotTable
- E. Custom Calculations for Data Fields
- F. PivotTable Formula Fields

III. PivotTable Management

- A. Pivoting PivotTable fields
- B. Refreshing a PivotTable
- C. Adding and removing PivotTable fields
- D. Filtering PivotTable fields
- E. Filtering PivotTable records
- F. Adding PivotTable detail
- G. Hiding and displaying PivotTable details
- H. Using Slicers (*Excel 2010 only*)