

**SYSTEMETRICS  
PERSONAL COMPUTER  
SEMINAR**

**Excel 2003  
PivotTables**

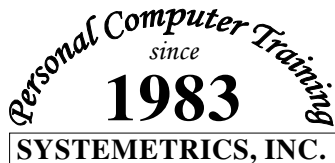
**Duration:** 3 hours

**Prerequisite(s):** Basic Microsoft Excel knowledge

**Environment:** Microsoft Windows

**Version(s):** 2000 - 2003. Taught using Excel 2003.

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



**SYSTEMETRICS, INC.  
95 Sockanosset Crossroad  
Cranston, Rhode Island 02920**

**Telephone: (401) 275-2200**

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**Who Should Take This Seminar:** *Excel 2003 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 Excel 2007 or 2010. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

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**Seminar Outline**

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**I. PivotTable Basics**

- A. What is a PivotTable?
- B. PivotTable fields
- C. PivotTable layout areas
- D. PivotTable Field List
- E. PivotTable Toolbar

**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