

MASTERING PIVOT TABLE

Technical Hands-on Workshop

Enhance your skills on Excel

Introduction

In today's job market, Excel proficiency is required. The ability to not only fluently use Excel but implement it into the daily routine is increasingly mandatory. You need to be able to take data sets your job uses and turn them into user-friendly, easy-to-analyze reports that your boss and even his bosses can read to use to make real-time decisions. **Today's industries are more data driven than ever; will you be the one to shine?**

This comprehensive Pivot Table course will provide you with a **step-by-step guide** into **developing** and **using Pivot Tables**. It is designed in a way that even the most basic beginner to an experienced user can **follow along** and **take away valuable knowledge and skills** you can immediately apply to your job. In short, they are a summarizing to the basic user. But developed by an ace, they can literally shape the decisions a company makes!

Objectives

- **Extensive productivity skills** and how to **solve complex solutions with Excel**
- **Improve productivity**
- **Create Pivot Tables**
- **Analyze data in Pivot Tables** and **extract data using formulas**
- **Reformat Pivot Charts**
- **Insert columns** into a worksheet
- **First step** towards **Microsoft Excel Specialist Certification**
- Immediately **apply skills to your job**
- Format **data into tables**
- **Filter data** based on **desired information**
- **Create Pivot Charts** based on **Pivot Tables**
- **Maintain Pivot Tables** with **current data** using **Refresh**

Training Duration

2 Full Days

Who Should Attend?

- Operators
- Executive
- Managers from Manufacturing
- Services & others

Course Outline

Module A: Introducing Pivot Table

- **Create basic** pivot table
- **Changing** pivot table **view and layout**
- **Changing Summary Calculation**
- Create **useful pivot driven view**
- **Customize** pivot table **view by year, quarter and month**
- Creating **percent distribution view** and **YTD total view**

Module B: Beyond Basics

- Creating Slicers and **formatting Slicers**
 - **Control multiple pivot table**
 - Create pivot table using **consolidation range**
 - Create pivot table from **external source**
 - Create pivot table **using basic SQL**
 - **Using slicer** as **form controls**
 - **Using conditional formatting** with pivot table
 - **Calculated field** and **calculated item**
 - Create **Dynamic** Pivot Table
 - **Managing and Maintaining** Pivot Table **Calculations**
 - **Viewing Excel 2010** pivot table on the **SkyDrive**
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Module C: Working with Pivot Chart

- Create **basic Pivot Chart**
- **Limitation** of Pivot Chart
- Create **standalone charts** that are **connected** to your pivot table
- **Disconnecting charts** from pivot tables
- **Tricks to overcome** the **limitation** of **pivot chart**
- Create **Dashboard using pivot table and pivot chart**

Module D: Using Internal Data and Power View

- Understand the **Internal Data Model**
 - **Creating** and **building** Data Model
 - **Build relationships**
 - **Using data model** in pivot table
 - **Using external data sources** in your **internal Data Model**
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Testimonials

"It was really an interactive session, the contents were well explained and good examples were given as well. He's a great lecturer!"

- Intel Employee -

"The session was really straightforward and detailed. It met up my expectations."

- Intel employee -

"It's very interesting to learn some formulas which really helps our daily tasks. Overall, it was a good session and the trainer was great."

- Intel employee -

"The trainer is very knowledgeable and he was able to answer and demonstrate all the questions that the students had."

- Intel employee -

"The instructor is very clear on the deliverables. I like the hands-on course where we were able to do it together with the instructor."

- Intel employee -

About Elite Indigo

Elite Indigo Consulting provides corporate training to the semiconductor and manufacturing industries. With a humble beginning of one founding member with passion and desire to share his 20 years of experiences in Smart Manufacturing for global manufacturing facilities, now, we have a strong and competent team of 20 members, all aligned with company mission, vision and core values.

Our Mission

"Transform Data into Insights - Leap Forward"

Our Vision

Be a Global Trusted Advisor in the Areas of Skills Development, Consultancy & Software Solutions specialising in Semiconductor & Manufacturing industries.

Our Core Values

