Data Analysis and PivotTable Workshop

Manage and control your Data

So many people keep lists of data in Excel or use it to export data into. But did you know that most people only use a fraction of the tools available to them in Excel for data management and reporting? Knowing the correct way to use and store data in Excel opens a world of tools and functionality to you. Data becomes stable and easily manageable; data mining and reporting becomes straightforward and accurate, and analysis is taken to a whole new level.

In this workshop we will cover how to store and structure your data properly, to sort and subtotal your data into custom groups for clearer analysis and how to utilize Tables for powerful custom filtering and reporting. We will explore how to create PivotTables and PivotCharts and use their amazing built in functionality to create powerful and in-depth data analysis

Topics will include:

- Understanding Databases in Excel
- Sorting and Custom Sorting
- Subtotals and Outlines
- Dynamic Tables
- Custom Filtering and Reporting
- PivotTable structure
- Drilling down and filtering
- Managing data lists
- Charting your data
- Auto and manual grouping
- Creating custom calculations
- Setting up a refreshable PivotTable
- Using the Slicer and Timeline features

This workshop session will be instructor-led, hands-on and specifically designed for maximum retention and understanding.