

online excel pivot table training

Online Excel Pivot Table Training: Mastering Data Analysis with Ease

online excel pivot table training has become an invaluable resource for professionals, students, and anyone looking to enhance their data analysis skills. Pivot tables are among the most powerful features in Microsoft Excel, enabling users to summarize, analyze, and visualize complex datasets quickly and efficiently. Whether you're working in finance, marketing, human resources, or any field that deals with large amounts of data, mastering pivot tables can dramatically improve your productivity and decision-making abilities.

In this article, we'll explore the benefits of online excel pivot table training, what to expect from these courses, and useful tips to get the most out of your learning journey.

Why Choose Online Excel Pivot Table Training?

Online learning has revolutionized how people acquire new skills, and Excel pivot table training is no exception. There are several reasons why an online format is ideal for mastering this essential tool.

Flexibility and Convenience

One of the biggest advantages of online training is the ability to learn at your own pace and on your own schedule. Many online courses provide pre-recorded videos, interactive tutorials, and downloadable resources that you can access anytime and anywhere. This allows busy professionals to fit training into their hectic lives without sacrificing work or personal commitments.

Access to Expert Instructors and Resources

Online platforms often feature courses designed by Excel experts with years of experience. This means you get high-quality instruction that covers both the basics and advanced pivot table techniques. Additionally, many courses come with practice datasets, quizzes, and real-world examples that help solidify your understanding.

Cost-Effectiveness

Compared to traditional classroom training, online Excel pivot table courses tend to be more affordable. You also save on commuting costs and can often choose from a range of free or low-cost options that suit your budget.

Key Topics Covered in Online Excel Pivot Table Training

When you enroll in an online excel pivot table training program, you can expect to learn a variety of crucial skills that will empower you to handle data like a pro.

Understanding the Basics

Before diving into complex analyses, it's important to grasp the fundamentals of pivot tables. This includes learning how to:

- Create a pivot table from a dataset
- Navigate the pivot table interface
- Arrange and rearrange fields (rows, columns, values, and filters)
- Summarize data using functions like sum, average, count, and more

Advanced Data Analysis Techniques

Once comfortable with the basics, training often progresses to advanced topics such as:

- Grouping data by dates, numbers, or categories
- Using slicers and timelines for interactive filtering
- Calculating custom fields and creating calculated items

- Designing pivot charts to visualize insights
- Refreshing and updating pivot tables with changing data

Tips for Efficient Data Management

Pivot tables work best when your source data is well-organized. Online training frequently includes best practices for data cleaning and preparation, such as:

- Using Excel tables as the data source
- Ensuring data consistency and avoiding blank cells
- Handling duplicates and errors
- Optimizing datasets for faster pivot table performance

Who Can Benefit from Online Excel Pivot Table Training?

The versatility of pivot tables means that a wide range of people can benefit from targeted training.

Business Professionals and Analysts

Financial analysts, marketers, project managers, and sales teams frequently rely on pivot tables to generate reports that inform strategy and track performance. Learning how to quickly manipulate data can lead to more insightful presentations and faster decision-making.

Students and Educators

Students studying business, economics, statistics, or data science can enhance their coursework by mastering pivot tables. Educators can also incorporate these skills into their curriculum to better prepare students for the workplace.

Small Business Owners and Entrepreneurs

Managing sales data, inventory, or customer information can become overwhelming without proper tools. Pivot tables help small business owners analyze trends and make data-driven decisions without needing advanced software.

How to Choose the Right Online Excel Pivot Table Training Course

With so many options available, selecting the best online course might seem daunting. Here are some factors to consider:

Course Content and Level

Look for courses that match your current skill level and learning goals. Beginners should seek comprehensive introductory courses, while more experienced users may prefer specialized training that delves into complex pivot table functions.

Interactive Elements and Practice Opportunities

The best training includes hands-on exercises, downloadable practice files, and quizzes that reinforce your learning. This practical approach helps transform theoretical knowledge into usable skills.

Instructor Credentials and Reviews

Check the background of the instructors and read reviews from past students. Experienced teachers with positive feedback are often more effective at explaining concepts clearly.

Certification and Support

If gaining a certification is important to you, verify that the course offers a recognized certificate of completion. Also, consider whether the platform provides ongoing support or community forums where you can ask questions and share insights.

Tips to Maximize Your Learning from Online Excel Pivot Table Training

Taking an online course is just the first step. To truly master pivot tables, try these strategies:

- **Practice Regularly:** Apply what you learn to real datasets you encounter at work or in personal projects.
- **Explore Additional Resources:** Supplement your training with Excel blogs, YouTube tutorials, and forums like Stack Overflow.
- **Experiment with Different Data:** Challenge yourself by working with varied data types and sizes to build confidence.
- **Join User Groups:** Engage with Excel communities to exchange tips and stay updated on new features.

The Growing Importance of Pivot Table Skills in the Digital Age

In today's data-driven world, the ability to analyze information swiftly and accurately is a highly prized skill. Pivot tables offer a user-friendly yet powerful way to unlock insights hidden in spreadsheets. By investing time in online excel pivot table training, you're equipping yourself with a toolset that enhances your analytical capabilities and opens doors to new career opportunities.

Whether you're looking to boost your resume, streamline your workflow, or simply become more proficient with Excel, learning pivot tables online is a smart and accessible choice. The convenience of online platforms combined with quality instruction means you can start transforming your data skills immediately—no matter your background or schedule.

Frequently Asked Questions

What are the benefits of online Excel pivot table training?

Online Excel pivot table training offers flexibility, accessibility from anywhere, self-paced learning, and often includes updated content and interactive exercises to enhance understanding.

Who can benefit from online Excel pivot table training?

Beginners looking to learn data analysis, professionals aiming to improve reporting skills, students needing Excel proficiency, and anyone interested in mastering data summarization can benefit from online pivot table training.

What topics are typically covered in online Excel pivot table courses?

Courses usually cover creating pivot tables, customizing layouts, using slicers and filters, grouping data, calculated fields, pivot charts, and best practices for data analysis.

Are there free online Excel pivot table training resources available?

Yes, many platforms like Microsoft Learn, YouTube, and educational websites offer free tutorials and courses on Excel pivot tables, though paid courses might provide more comprehensive content and support.

How long does it usually take to complete an online Excel pivot table training course?

The duration varies but most beginner to intermediate courses take between 2 to 10 hours, which can be spread over several days or weeks depending on the learner's pace.

Can online Excel pivot table training help improve job prospects?

Absolutely, mastering pivot tables is a valuable skill in data analysis, finance, marketing, and many other fields, making candidates more attractive to employers who require strong Excel skills.

What should I look for when choosing an online Excel pivot table training program?

Look for courses with good reviews, comprehensive curriculum, practical exercises, instructor support, updated Excel versions, and certificates of completion to validate your skills.

Additional Resources

Online Excel Pivot Table Training: Unlocking Data Analysis Skills for Professionals

online excel pivot table training has become an essential avenue for professionals seeking to enhance their data analysis capabilities in today's data-driven business environment. As Excel remains a ubiquitous tool across industries, mastering pivot tables stands out as a critical skill for summarizing, analyzing, and presenting complex datasets efficiently. This article delves into the growing landscape of online Excel pivot

table training, examining its value, delivery methods, and how it aligns with the evolving demands of modern workplaces.

The Increasing Importance of Excel Pivot Tables in Business Analytics

Pivot tables in Excel serve as powerful features that allow users to reorganize and summarize large datasets dynamically. By enabling quick aggregation, filtering, and comparison of data, pivot tables offer insights that would otherwise require advanced database queries or manual calculations. Consequently, professionals in finance, marketing, operations, and many other fields rely heavily on pivot tables for reporting and decision-making.

With data volumes expanding exponentially, the ability to manipulate information effectively is no longer optional. Companies emphasize data literacy, and employees who demonstrate proficiency with tools like Excel pivot tables often gain a competitive advantage. This trend has fueled demand for accessible, flexible, and comprehensive training options, leading to a surge in online Excel pivot table courses.

Exploring Online Excel Pivot Table Training Platforms

The digital transformation of education has made online Excel pivot table training widely available through various platforms, including MOOCs (Massive Open Online Courses), specialized e-learning websites, and corporate training portals. These offerings cater to a broad audience, from beginners unfamiliar with Excel's interface to advanced users aiming to deepen their analytical skills.

Popular Platforms Offering Excel Pivot Table Training

- **Udemy:** Known for its extensive course catalog, Udemy offers multiple pivot table courses ranging from beginner level to advanced data analysis techniques. Its pay-per-course model allows learners to access material at their own pace.
- **LinkedIn Learning:** Integrating pivot table training within broader Excel and data analysis curricula, LinkedIn Learning emphasizes professional development with certificates that can be showcased on user profiles.
- **Coursera:** Partnering with universities and industry experts, Coursera delivers structured courses often accompanied by assignments and peer reviews, suitable for learners seeking formal recognition.

- **Microsoft Learn:** As the creator of Excel, Microsoft's official learning platform offers up-to-date tutorials and guided paths focused on Excel features including pivot tables, ensuring alignment with the latest software versions.

Each platform varies in teaching style, interactivity, and depth, giving learners the flexibility to select options that best suit their schedules, budgets, and learning preferences.

Key Features and Benefits of Online Pivot Table Training

Online Excel pivot table training typically emphasizes practical, hands-on learning approaches. Many courses incorporate video tutorials, downloadable practice files, quizzes, and real-world case studies. These elements collectively help learners:

- **Understand Pivot Table Mechanics:** Building pivot tables from scratch, selecting appropriate data fields, and customizing layouts.
- **Master Data Summarization:** Using functions like sum, average, count, and calculated fields within pivot tables to extract meaningful insights.
- **Enhance Data Visualization:** Creating pivot charts and leveraging slicers to add interactivity and clarity to reports.
- **Improve Efficiency:** Learning shortcuts, best practices, and troubleshooting techniques to streamline data analysis workflows.

Such focused training also supports skill development for related Excel functions, including data cleaning, advanced filtering, and integration with Power Query or Power Pivot, thus broadening the learner's analytical toolkit.

Advantages of Choosing Online Training Over Traditional Methods

The flexibility of online Excel pivot table training cannot be overstated. Unlike classroom-based sessions, online courses allow learners to progress at their own speed, revisit complex topics, and access resources anytime. This asynchronous learning model suits professionals balancing work commitments and upskilling.

Furthermore, many online courses offer community forums or instructor support, facilitating interaction and personalized guidance. The diversity of course offerings also means learners can pick training tailored to specific industries, such as financial modeling, supply chain analytics, or marketing data analysis.

Challenges and Considerations When Selecting an Online Excel Pivot Table Course

Despite the many advantages, prospective learners should approach online Excel pivot table training with a discerning eye. The quality of courses varies widely, and some may lack depth or practical focus. Evaluating course content, instructor credentials, and user reviews is crucial to ensure the training meets professional standards.

Additionally, the rapid evolution of Excel features means that outdated courses may not cover the latest functionalities or interface changes. Checking the course's last update date and alignment with current Excel versions is advisable.

Some learners may also find purely self-paced online training less motivating without structured deadlines or live interaction. Blended learning options, combining live webinars with on-demand materials, can help mitigate this issue.

Cost vs. Value: Navigating Pricing Models

Online pivot table training courses range from free tutorials to premium certifications costing several hundred dollars. Free resources, such as YouTube videos or blog tutorials, provide valuable introductions but may lack comprehensive coverage or systematic progression.

Paid courses often justify their cost through detailed curricula, expert instruction, supplementary materials, and certification opportunities. Professionals seeking to demonstrate mastery for career advancement may find investment in reputable paid courses worthwhile.

Emerging Trends in Excel Pivot Table Training

The integration of AI and machine learning into Excel, including features like Ideas and dynamic arrays, is influencing the scope of pivot table training. Modern courses increasingly emphasize combining pivot tables with these advanced tools to deliver deeper analytical insights.

Moreover, mobile-friendly platforms and microlearning modules are catering to learners who prefer short,

focused sessions accessible on the go. Gamification elements and interactive labs are also gaining traction to enhance engagement and retention.

As organizations embrace hybrid work models, virtual instructor-led training and collaborative projects embedded within online courses are becoming more prevalent, fostering peer learning and real-time feedback.

By staying current with these trends, learners can ensure their pivot table skills remain relevant and aligned with industry practices.

The expansion of online Excel pivot table training reflects a broader recognition of data literacy as a cornerstone of professional competency. As courses continue to evolve in sophistication and accessibility, they provide a vital resource for individuals seeking to transform raw data into actionable business intelligence.

Online Excel Pivot Table Training

online excel pivot table training: Excel for Microsoft 365 Training Tutorial Manual Classroom in a Book TeachUcomp, 2024-01-18 Complete classroom training manual for Excel for Microsoft 365. 345 pages and 211 individual topics. Includes practice exercises and keyboard shortcuts. You will learn how to create spreadsheets and advanced formulas, format and manipulate spreadsheet layout, sharing and auditing workbooks, create charts, maps, macros, and much more. Topics Covered: Getting Acquainted with Excel 1. About Excel 2. The Excel Environment 3. The Title Bar 4. The Ribbon 5. The "File" Tab and Backstage View 6. Scroll Bars 7. The Quick Access Toolbar 8. Touch Mode 9. The Formula Bar 10. The Workbook Window 11. The Status Bar 12. The Workbook View Buttons 13. The Zoom Slider 14. The Mini Toolbar 15. Keyboard Shortcuts File Management 1. Creating New Workbooks 2. Saving Workbooks 3. Closing Workbooks 4. Opening Workbooks 5. Recovering Unsaved Workbooks 6. Opening a Workbook in a New Window 7. Arranging Open Workbook Windows 8. Freeze Panes 9. Split Panes 10. Hiding and Unhiding Workbook Windows 11. Comparing Open Workbooks 12. Switching Open Workbooks 13. Switching to Full Screen Mode 14. Working With Excel File Formats 15. AutoSave Online Workbooks Data Entry 1. Selecting Cells 2. Entering Text into Cells 3. Entering Numbers into Cells 4. AutoComplete 5. Pick from Drop-Down List 6. Flash Fill 7. Selecting Ranges 8. Ranged Data Entry 9. Using AutoFill Creating Formulas 1. Ranged Formula Syntax 2. Simple Formula Syntax 3. Writing Formulas 4. Using AutoSum 5. Inserting Functions 6. Editing a Range 7. Formula AutoCorrect 8. AutoCalculate 9. Function Compatibility Copying & Pasting Formulas 1. Relative References and Absolute References 2. Cutting, Copying, and Pasting Data 3. AutoFilling Cells 4. The Undo Button 5. The Redo Button Columns & Rows 1. Selecting Columns & Rows 2. Adjusting Column Width and Row Height 3. Hiding and Unhiding Columns and Rows 4. Inserting and Deleting Columns and Rows Formatting Worksheets 1. Formatting Cells 2. The Format Cells Dialog Box 3. Clearing All Formatting from Cells 4. Copying All Formatting from Cells to Another Area Worksheet Tools 1. Inserting and Deleting Worksheets 2. Selecting Multiple Worksheets 3. Navigating Worksheets 4. Renaming Worksheets 5. Coloring Worksheet Tabs 6. Copying or Moving Worksheets Setting Worksheet Layout 1. Using Page Break Preview 2. Using the Page Layout View 3. Opening The Page Setup Dialog Box 4. Page Settings 5. Setting Margins 6. Creating Headers and Footers 7. Sheet Settings Printing

Spreadsheets 1. Previewing and Printing Worksheets Helping Yourself 1. Using Excel Help 2. Microsoft Search in Excel 3. Smart Lookup Creating 3D Formulas 1. Creating 3D Formulas 2. 3D Formula Syntax 3. Creating 3D Range References Named Ranges 1. Naming Ranges 2. Creating Names from Headings 3. Moving to a Named Range 4. Using Named Ranges in Formulas 5. Naming 3D Ranges 6. Deleting Named Ranges Conditional Formatting and Cell Styles 1. Conditional Formatting 2. Finding Cells with Conditional Formatting 3. Clearing Conditional Formatting 4. Using Table and Cell Styles Paste Special 1. Using Paste Special 2. Pasting Links Sharing Workbooks 1. About Co-authoring and Sharing Workbooks 2. Co-authoring Workbooks 3. Adding Shared Workbook Buttons in Excel 4. Traditional Workbook Sharing 5. Highlighting Changes 6. Reviewing Changes 7. Using Comments and Notes 8. Compare and Merge Workbooks Auditing Worksheets 1. Auditing Worksheets 2. Tracing Precedent and Dependent Cells 3. Tracing Errors 4. Error Checking 5. Using the Watch Window 6. Cell Validation Outlining Worksheets 1. Using Outlines 2. Applying and Removing Outlines 3. Applying Subtotals Consolidating Worksheets 1. Consolidating Data Tables 1. Creating a Table 2. Adding an Editing Records 3. Inserting Records and Fields 4. Deleting Records and Fields Sorting Data 1. Sorting Data 2. Custom Sort Orders Filtering Data 1. Using AutoFilters 2. Using the Top 10 AutoFilter 3. Using a Custom AutoFilter 4. Creating Advanced Filters 5. Applying Multiple Criteria 6. Using Complex Criteria 7. Copying Filter Results to a New Location 8. Using Database Functions Using What-If Analysis 1. Using Data Tables 2. Using Scenario Manager 3. Using Goal Seek 4. Forecast Sheets Table-Related Functions 1. The Hlookup and Vlookup Functions 2. Using the IF, AND, and OR Functions 3. The IFS Function Sparklines 1. Inserting and Deleting Sparklines 2. Modifying Sparklines Creating Charts In Excel 1. Creating Charts 2. Selecting Charts and Chart Elements 3. Adding Chart Elements 4. Moving and Resizing Charts 5. Changing the Chart Type 6. Changing the Data Range 7. Switching Column and Row Data 8. Choosing a Chart Layout 9. Choosing a Chart Style 10. Changing Color Schemes 11. Printing Charts 12. Deleting Charts Formatting Charts in Excel 1. Formatting Chart Objects 2. Inserting Objects into a Chart 3. Formatting Axes 4. Formatting Axis Titles 5. Formatting a Chart Title 6. Formatting Data Labels 7. Formatting a Data Table 8. Formatting Error Bars 9. Formatting Gridlines 10. Formatting a Legend 11. Formatting Drop and High-Low Lines 12. Formatting Trendlines 13. Formatting Up/Down Bars 14. Formatting the Chart and Plot Areas 15. Naming Charts 16. Applying Shape Styles 17. Applying WordArt Styles 18. Saving Custom Chart Templates Data Models 1. Creating a Data Model from External Relational Data 2. Creating a Data Model from Excel Tables 3. Enabling Legacy Data Connections 4. Relating Tables in a Data Model 5. Managing a Data Model PivotTables and PivotCharts 1. Creating Recommended PivotTables 2. Manually Creating a PivotTable 3. Creating a PivotChart 4. Manipulating a PivotTable or PivotChart 5. Changing Calculated Value Fields 6. Formatting PivotTables 7. Formatting PivotCharts 8. Setting PivotTable Options 9. Sorting and Filtering Using Field Headers PowerPivot 1. Starting PowerPivot 2. Managing the Data Model 3. Calculated Columns and Fields 4. Measures 5. Creating KPIs 6. Creating and Managing Perspectives 7. PowerPivot PivotTables and PivotCharts 3D Maps 1. Enabling 3D Maps 2. Creating a New 3D Maps Tour 3. Editing a 3D Maps Tour 4. Managing Layers in a 3D Maps Tour 5. Filtering Layers 6. Setting Layer Options 7. Managing Scenes 8. Custom 3D Maps 9. Custom Regions 10. World Map Options 11. Inserting 3D Map Objects 12. Previewing a Scene 13. Playing a 3D Maps Tour 14. Creating a Video of a 3D Maps Tour 15. 3D Maps Options Slicers and Timelines 1. Inserting and Deleting Slicers 2. Modifying Slicers 3. Inserting and Deleting Timelines 4. Modifying Timelines Security Features 1. Unlocking Cells 2. Worksheet Protection 3. Workbook Protection 4. Password Protecting Excel Files Making Macros 1. Recording Macros 2. Running and Deleting Recorded Macros 3. The Personal Macro Workbook

online excel pivot table training: Microsoft Excel Guide for Success Kevin Pitch, EXCLUSIVE BONUS CONTENTS AVAILABLE INSIDE: -VIDEO MASTERCLASS: Access expert-guided tutorials on Microsoft Excel and discover valuable tips and tricks. -MOBILE APP ON THE GO: Gain instant access to a world of resources and tips right from your smartphone. -READY-TO-USE TEMPLATES: Simplify your work with a collection of templates ready for immediate use. -PRINTABLE

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online excel pivot table training: Monitoring and Evaluation Training Scott G. Chaplowe, J. Bradley Cousins, 2015-10-15 This one-of-a-kind book fills a gap in the literature by providing readers with a systematic approach to monitoring and evaluation (M&E) training for programs and projects. Bridging theoretical concepts with practical, how-to knowledge, authors Scott Chaplowe and J. Bradley Cousins draw upon the scholarly literature, applied resources, and over 50 years of combined experience to provide expert guidance that can be tailored to different M&E training needs and contexts, including those for novices, professionals, organizations and their staff, community members, and other groups with a desire to learn and sustain sound M&E practices.

online excel pivot table training: Microsoft Excel Pivot Table Data Crunching (Office 2021 and Microsoft 365) Bill Jelen, 2021-12-21 Use Microsoft 365 Excel and Excel 2021 pivot tables and pivot charts to produce powerful, dynamic reports in minutes: take control of your data and your business! Even if you've never created a pivot table before, this book will help you leverage all their flexibility and analytical power— including important recent improvements in Microsoft 365 Excel. Drawing on more than 30 years of cutting-edge Excel experience, MVP Bill Jelen ("MrExcel") shares practical "recipes" for solving real business problems, expert insights for avoiding mistakes, and advanced tips and tricks you'll find nowhere else. By reading this book, you will: Master easy, powerful ways to create, customize, change, and control pivot tables Transform huge datasets into clear summary reports Instantly highlight your most profitable customers, products, or regions Use the data model and Power Query to quickly analyze disparate data sources Create powerful crosstab reports with new dynamic arrays and Power Query Build geographical pivot tables with 3D Maps Construct and share state-of-the-art dynamic dashboards Revamp analyses on the fly by dragging and dropping fields Build dynamic self-service reporting systems Share your pivot tables with colleagues Create data mashups using the full Power Pivot capabilities in modern Excel versions Generate pivot tables using either VBA on the Desktop or Typescript in Excel Online Save time and avoid formatting problems by adapting reports with GetPivotData Unpivot source data so it's easier to work with Use new Analyze Data artificial intelligence to create pivot tables

online excel pivot table training: Excel 2007 für Controller Wolfram E. Mewes, 2009

online excel pivot table training: CCC Course on Computer Concepts - A Concise Guide

Mocktime Publication, 2023-03-25 CCC Course on Computer Concepts - A Concise Guide

Understanding the CCC Examination 1. Objective: The CCC (Course on Computer Concepts) exam aims to test your knowledge of basic computer concepts and digital literacy. 2. Syllabus: Familiarize yourself with the syllabus, which includes topics like computer fundamentals, operating systems, MS Office, internet, and email. 3. Exam format: The CCC exam is a one-hour, online test consisting of 100 multiple-choice questions (MCQs). 4. Passing criteria: To pass the CCC exam, you need to score a minimum of 50% marks. II. Creating a Study Plan 1. Analyze your strengths and weaknesses: Identify topics you're comfortable with and areas that need improvement to allocate study time accordingly. 2. Allocate study time: Divide your study hours among all topics, focusing more on areas where you need improvement. 3. Set realistic goals: Establish short-term and long-term goals for your CCC exam preparation to maintain motivation and track progress. 4. Schedule breaks and relaxation: Incorporate short breaks and relaxation time in your study plan to avoid burnout. III. Study Materials and Resources 1. CCC study material: Obtain official CCC study materials, including books, e-books, and online resources, to ensure you're using the correct and updated information. 2. Online tutorials: Explore online tutorials, YouTube channels, or blogs that provide in-depth explanations and tips for CCC exam topics. 3. Practice tests: Take advantage of online practice tests or mock exams to familiarize yourself with the exam format and gauge your preparedness.

online excel pivot table training: Digital Workplace Learning Dirk Ifenthaler, 2018-02-01

This book aims to provide insight into how digital technologies may bridge and enhance formal and informal workplace learning. It features four major themes: 1. Current research exploring the theoretical underpinnings of digital workplace learning. 2. Insights into available digital technologies as well as organizational requirements for technology-enhanced learning in the workplace. 3. Issues and challenges for designing and implementing digital workplace learning as well as strategies for assessments of learning in the workplace. 4. Case studies, empirical research findings, and innovative examples from organizations which successfully adopted digital workplace learning.

online excel pivot table training: Microsoft Office 365 Guide Kevin Pitch, EXCLUSIVE

BONUS ACCESSIBLE VIA QR CODE IN THE PAPERBACK EDITION Ever pondered how mastering Microsoft 365 could boost your career, enhancing your productivity, and turning you into an indispensable team member? It's an enticing thought, yet perhaps you've hesitated, fearing it might be too complex or time-consuming. One major drain on productivity in both professional and personal settings is the repetitive nature of tasks, leading to dwindling efficiency and escalating frustration. Today, the hunt is on for individuals skilled in Microsoft 365 to optimize operations, yet those truly adept are rare gems. Hence, this proficiency is increasingly in demand and highly valued. Here is your opportunity to transform. Introducing a comprehensive, step-by-step exploration of the Microsoft 365 suite, encompassing Word, Excel, PowerPoint, Teams, OneNote, OneDrive, Publisher, Access, Outlook, and SharePoint. This guide is a powerhouse of over 500 pages, combining ten books in one! It's expertly crafted for all, blending straightforward explanations, enriching images, and rapid learning strategies. With this guide, you won't just become familiar with the software; you'll evolve into the Microsoft 365 whizz every organization covets! Here's a glimpse of the value you'll unlock: • CAREER PROGRESSION: Elevate your efficiency, standing out as a top performer and gaining recognition from your superiors, • PRODUCTIVITY GAIN: Curtail time spent on monotonous manual tasks by automating most processes, thereby conserving energy and boosting productivity, • FINANCIAL ORDER: Leverage your Microsoft 365 expertise to optimize personal expense management or investment planning, ensuring superior organization, Within this expansive guide, you'll delve into: • ACCESSIBLE EXPLANATIONS: Transparent, relatable explanations, augmented with instructive images and step-by-step tutorials (tailored for both Windows OS and iOS), • PATH FROM NOVICE TO GURU: Begin from scratch and ascend to proficiency across all Microsoft 365 apps, recognizing their practical applications in both professional and personal scenarios, • SHORTCUTS AND COMMANDS UNVEILED: Master essential shortcuts and commands,

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online excel pivot table training: ADVANCE EXCEL 2016 TRAINING GUIDE Ritu Arora, 2018-05-31 This book will explain you the basic and advance features of Excel.This book will also explain you why excel is such an amazing program and why it can do so much more than you think.Excel enables any format of information to be organized in a spread sheet and its innate flexibility as program, you can define and structure the layout according to how you want to manage it. It allows for over 1 million rows by over 16,000 columns of data to be managed, which shows how Excel is advancing as a business tool. This allows Excel to be used for a large variety of business purposes. If you are New to Excel 2016 or upgrading from a previous version,Use this guide to learn the basics and advance features of Excel. This user guide will introduce you to some of Excel's 2016 more complex functionality, such as:-Use Conditional Logic in a formula-IF statements-Use the SumIF and CountIF functions-Produce a chart-Sort and filter-Apply subtotals-Data Validation-What-if-Analysis Tools-Introduction to Pivot Tables-Introduction to MacrosTable of Content:-Chapter 1: Overview of Excel 2016 Chapter 2: Cell References and RangeChapter 3: Working with Formulas and Functions Chapter 4: Data Validation Chapter 5: Protection Chapter 6: Sorting a DatabaseChapter 7: Filtering a Database Chapter 8: SubtotalsChapter 9: Pivot Tables Chapter 10: Conditional formatting Chapter 11: What-if-Analysis Tools Chapter 12: Working with Multiple Worksheets, Workbooks and ApplicationsChapter 13: Working with Charts Chapter 14: Macros

online excel pivot table training: EXCELSIOR! Havish Madhvapaty, Dr. Aparajita Dasgupta Amist, 2019-05-03 Pivot Tables are an interesting topic to discuss – since nearly every intermediate to advanced Excel user uses them but are unaware of dozens of useful inbuilt functionalities. When coupled with creation of Ranges and Tables, the concept of structured references introduces a completely fresh way of working with Excel files. The book also covers VBA, which helps automate tasks, small and large. The intent is to reduce redundancies, eliminate errors and make processes more efficient. The target reader for this book is everyone who has an intermediate knowledge of Excel and wants to take that a dozen notches higher! Happy reading!

online excel pivot table training: Quick Course in Microsoft Excel 2000 Inc Online Press, 2000-02-16 Ideal for use as a self-paced training guide or for instructor-led training, this book offers fast-paced tutorials and learning exercises for quickly grasping spreadsheet basics and building proficiency.

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