bluepecan
Excel Training
E: info@bluepecan.co.uk T: 0800 612 4105 W: www.bluepecantraining.com

Database & PivotTable Course – 1 Day

Sorting Basics

- How to correctly set up a database
- Avoiding problems with sorting - splitting records, sorting headings, blank rows and columns preventing proper sorting etc
- Sort on different data types - text, numeric and date
- Sort by colour
- Sort on multiple columns
- Sort by custom order
- Sort by user generated custom order
- Case sensitive sort
- Horizontal sort

Filtering Basics

- Sort on different data types - text, numeric and date
- Use wildcards for text field filter
- Top, Bottom and Average filters on numeric fields
- Copy filtered results
- Save filters in Custom Views
- Filter using Excel Tables

Working with Excel Tables

- Use Excel Tables
- Use the Excel Table Total Row
- Create formula within an Excel Table
- Use Slicers to filter within an Excel Table
- Create a database using Excel Tables and Data Validation

Advanced Filter

- Use Excel's Advanced Filter to perform complex filters and/or return unique values
- Use database functions - DSUM, DAVERAGE etc

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Introduction to PivotTables

- What is a PivotTable?
- How to set up your data correctly for a PivotTable
- Unpivot pivoted data
- Prepare data for a PivotTable - common data problems
- Elements of a PivotTable - PivotTable areas
- Create a basic PivotTable
- Format values in a PivotTable
- Switch between PivotTable layouts
- Switch between and create your own PivotTable Styles
- Change the calculations used in a PivotTable
- Update and refresh your PivotTable
- Show multiple calculations in the same PivotTable
- Show/hide subtotals and grand totals
- Apply conditional formatting to a PivotTable
- Create a PivotChart
- Understand the PivotTable cache
- Share/unshare a pivot cache

Analyse and Calculate Within a PivotTable

- Group data - date, numeric, text fields
- Generate Report Filter Pages
- Slice a PivotTable
- Format slicers and timelines
- Connecting slicers and timelines to multiple reports
- % of Column and row calculations
- Difference from calculations
- Rank calculations
- Index calculations
- Running totals calculations
- Calculated fields
- Calculated items and named sets
- Use the GETPIVOTDATA function

Other Topics

- Create dashboards with PivotTables, PivotCharts, Timelines and Slicers
- Use PowerPivot's Data Model to add multiple tables to a PivotTable's data source