

Data Management with Pivot Table

1 Day

COURSE OVERVIEW

Pivot Tables in Microsoft Excel 2007 enables you to dynamically convert voluminous data into meaningful business reports for making better business decisions – all within split seconds.

With the same data source, you can duplicate pivot tables or manoeuvre one single pivot table to produce different reporting perspectives to meet your business needs. Plain vanilla data can be transformed into important intelligence for strategic decision making purposes – all with very minimal manual work and almost no application of formula. Additional categories and complex calculations may also be added within pivot tables to discover meaningful relationships without altering your source data.

This first level of a two-day comprehensive workshop helps participants understand the technical basis and structure of pivot tables, critical success factors for valuable pivot table reports, data integration using pivot tables and customization of pivot tables.

Productivity will never head south once you embark onto pivot tables effectively.

LEVEL

Introductory - Intermediate

WHAT WILL I GET OUT OF IT?

This course is suitable for professionals who often need to work on the following:

- Organize and summarize voluminous data to meet tight analytical deadlines
- Work with disparate data sources and to combine them into reports
- Use a tool to slice multiple data views without relying too heavily on spreadsheet functions

WHO'S IT FOR?

This course is suitable for CFOs, finance managers, cost accountants, management accountants, financial accountants, business & financial analysts, pricing & market analysts and any other business professionals who often need to:

- Organize and summarize voluminous data to meet tight analytical deadlines
- Work with disparate data sources and to combine them into consolidated reports
- Use a tool to slice multiple data views without heavy reliance on spreadsheet functions

DELIVERY MODE

Lecture with computer hands-on practices by participants for individual topics covered, followed by a major, practical case study to assist participants assimilate all topics.

COURSE CONTENT

- What is a pivot table?
- Why do we use pivot tables?
- How to create a pivot table from a single raw data source?
- How to shift data fields in pivot table to create multiple perspectives without affecting source data?
- How does pivot table work in Excel?
- How do we use pivot table to consolidate multiple raw data sources into a single report that contains multi-dimensions?
- How do we use pivot table to performance data consistency checks across multiple data sources?
- What are the critical success factors contributing to valuable and meaningful pivot tables?
- How do we customize pivot table views from the traditional layout?
- How do we zoom pivot table reports into extremities?
- Can sorting and filtering be done in pivot tables?
- How do we create more meaningful categories in pivot tables to uncover more relationships amongst my source data?