



Helping businesses and schools use technology more effectively.

What You Will Cover:

- Preparing data for a PivotTable.
- Creating a PivotTable.
- PivotTable creation options.
- Configuring data layout.
- PivotTable formatting.
- Using filters.
- Using Slicers.
- Refreshing data in a PivotTable.
- Adding data to a PivotTable.
- Use a table or a range to create PivotTables?

And more!

Length: One Hour

FEES: \$99 / person

For more information or to register visit:

www.etconsultants.us/excelpivot/

**Prices and dates are subject to change.*

What's Included?

- Expert facilitator
- Interactive e-workshop
- Step by step manual
- Practice files

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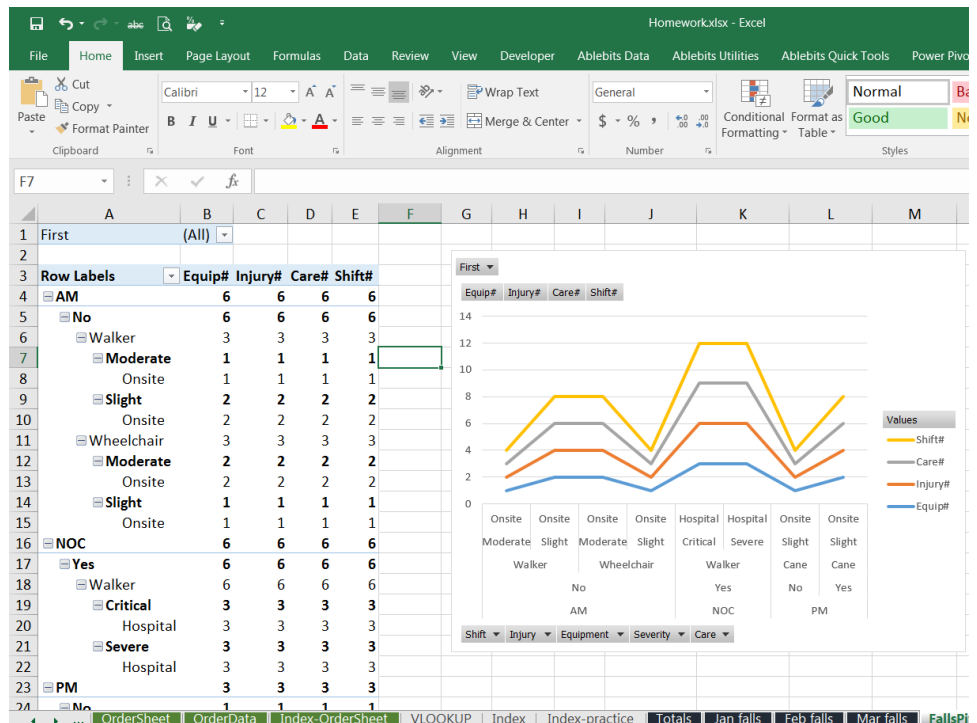
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eTechnology Consultants Presents:

Excel Pivot Tables

This one-hour e-workshop provides basic to advanced level instruction in using and configuring PivotTables. PivotTables are an effect method to quickly change the view of data to help with data analysis.



How You Will Benefit:

- Learn to create a basic PivotTable and a basic PivotChart.
- Learn to use the PivotTable Fields pane.
- Learn to format PivotTables.
- Add calculated fields to a PivotTable.
- Learn to sort and filter pivoted data.
- Learn to use PivotTable tools.