

# Reporting with Pivot Table and Pivot Chart

## Description

This course equips participants with the practical skills and in-depth knowledge needed to use Microsoft Excel tools effectively for creating professional spreadsheet solutions and performing a wide range of statistical analyses. Participants will learn how to organize and clean data, apply formulas and functions, and use features such as PivotTables, charts, and conditional formatting to transform raw data into meaningful insights.

The course also introduces key statistical techniques, enabling participants to summarize, interpret, and visualize data for decision-making. It is ideal for individuals who regularly work with data and need to manage, analyze, and present information efficiently, whether for business reporting, research, or operational planning.

## Who is this Course For?

This course is intended for participants who need to master the various commands available in Microsoft Excel's PivotTable and PivotChart in order to summarise, analyse and create reports.

## Course Objectives

At the end of the course, participants will be able to confidently use Microsoft Excel to transform raw transactional data into clear, insightful, and professional summary reports.

They will gain hands-on experience in organizing and cleaning data, applying formulas and functions to extract key information, and using tools such as PivotTables, charts, and conditional formatting to present results in a visually compelling way.

These skills will enable participants to quickly identify trends, summarize large datasets, and support data-driven decision-making within their organizations.

## Course Duration

**8 Hours**

## Mode of Training

**Classroom**

**Full Fee**

**\$300**

(Subject to 9% GST)

**Nett Fee**

**\$327**

(After GST)

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



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Visit our Website



# Course Content

- Managing the Underlying Data.
- Creating, modifying a Pivot Table.
- Summarizing data by using summary functions other than SUM, such as COUNT or MAX.
- Showing data as a percentage of the total by using a custom calculation.
- Creating your own formula inside a PivotTable report by using a calculated field.
- Modifying the data source and refresh the Pivot Table.
- Filtering, sorting data in a Pivot Table.
- Automatically group data to view a quarterly summary instead of a daily summary in a Pivot Table.
- Manually group data and rename groups.
- Comparing values in Pivot Table to show Year-Over-Year Percentage Change.
- Creating Pivot Table using MS Query.
- Creating Pivot Chart.
- Improving the Pivot Chart presentation.
- Creating multiple Pivot Chart quickly.
- Printing Pivot Table and Pivot Chart.

