

# Reporting with Pivot Table & Pivot Chart



COURSE DURATION

8 Hrs



MODE OF TRAINING

Classroom

This course equips participants with the skills to use Excel tools effectively for creating spreadsheet solutions and performing statistical analysis. It is ideal for individuals who need to manage and analyse data using Microsoft Excel.

## 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

By the end of this course, learners will be able to:  
Effectively manage and analyse data using PivotTables and PivotCharts in Microsoft Excel. They will gain skills in creating, modifying, and summarising data in PivotTables, using custom calculations and formulas, grouping data, and comparing values. Additionally, they will learn to create and enhance PivotCharts, and efficiently print both PivotTables and PivotCharts.

☎ 6737 5761    📞 8767 0614    ✉ enquiry@jci.edu.sg

📍 150 Orchard Road, #06-14, Orchard Plaza 238841

FULL FEE

**\$300**

(Subject to 9% GST)



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## 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

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