# Microsoft Excel Data Analysis with Tables and PivotTables Training

Duration: **3 Day**

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## Overview

**Microsoft Excel Data Analysis with Tables and PivotTables Training** is designed for Excel users who want to organize data lists more effectively, analyze large datasets, and present results in a clear and structured way.

Through this course, you will be able to:

- Create and manage **Excel Tables** to organize spreadsheet data efficiently.
- Use **sorting and filtering** tools to quickly find relevant information.
- Summarize and analyze large datasets with **PivotTables**.
- Present analytical results visually using **PivotCharts**.

**Microsoft Excel Data Analysis with Tables and PivotTables Training** is a **half-day course** designed to help participants structure data lists correctly and make effective use of Excel's powerful data analysis features.

During the course, participants will learn how to convert data lists into **Excel Tables**, apply basic and multi-level sorting, and filter information using different criteria.

The training also introduces **PivotTables**, one of Excel's most powerful tools for summarizing and analyzing large datasets. Participants will explore how to group and examine data using PivotTables and how to present analysis results visually through **PivotCharts**.

## Prerequisites

Participants should already have the following basic Excel skills:

- Creating, editing, and formatting **Excel worksheets**
- Navigating between **worksheets and workbooks**
- Using the **Insert Function** tool to work with Excel's built-in functions

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## What You Will Learn

By the end of this course, you will be able to:

- Create and manage **Excel Tables** to organize data lists more efficiently.
- Apply **basic and multi-level sorting** to arrange data according to different criteria.
- Use **filtering tools** to display information that meets specific conditions.
- Create **PivotTables** to summarize and analyze large datasets.
- Use **grouping and Calculated Fields** to perform different types of data analysis.
- Apply **Filters and Slicers** to explore PivotTable data more effectively.
- Create **PivotCharts** to present data analysis results visually.

## Outline

### Module 1: Creating Excel Tables

- Creating and editing **Excel Tables**
- Performing **sorting, filtering, and calculations** within tables

### Module 2: Creating PivotTables and PivotCharts

- Creating and modifying **PivotTables**
- **Grouping data** and working with **Calculated Fields**
- Applying **Filters and Slicers**
- Creating **PivotCharts**