



Microsoft Excel Power Pivot

Office 2013 / 2016 / 365

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

In this course, students will make use of the PowerPivot add-in to import data from various sources and create a dynamic report.

Who Should Attend

This course is for students with a sound working knowledge of Microsoft Excel and general computing proficiency, including those who will be using Excel to make business decisions. Prerequisite(s) include Excel Level 1-4 or equivalent knowledge.

Outline

Lesson 1: Getting Started with PowerPivot

- Explore the PowerPivot Application
- Import Data from Various Data Sources
- Refresh Data from a Data Source
- Create Linked Tables

Lesson 2: Manipulating PowerPivot Data

- Organize and Format Tables
- Create Calculated Columns
- Sort and Filter PowerPivot Data
- Create and Manage Table Relationships

Lesson 3: Creating PowerPivot Reports

- Create a PivotTable
- Create PivotCharts
- Filter Data Using Slicers
- Present PivotTable Data Visually

Lesson 4: Using DAX Functions in PowerPivot

- Manipulate PowerPivot Data Using DAX Functions



- Extract Data from Tables Using Functions
- Work with Time Dependent Data

Lesson 5: Distributing PowerPivot Data

- Protect Reports
- Save Reports in Different File Formats

Prerequisites

Excel Level 1-4 or equivalent working knowledge

To register or for more information call
our office **(208) 898-9036** or email
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