



# Manipulating Pivot Tables in Microsoft Excel 2007

Duration: 3 hours

## Objectives

Excel provides powerful data analysis tools that enable you to explore large amounts of data and to make educated business decisions based on that data. With PivotTable reports you can interactively summarize data, making it easier to analyze and present the results. PivotChart reports provide a graphical view of PivotTable report data.

## Target Audience

The target students for this course are students who desire to gain the skills necessary to make effective business decisions when analyzing large amounts of data.

## Prerequisite

Familiarity with the Microsoft Office work environment and certain experience in using Microsoft Excel.

## Course Outline

### Part 1 - Working with PivotTables and Pivot Charts

- Working with PivotTables
  - Rearranging PivotTables
  - Formatting PivotTables
  - Working with Pivot Charts
- Workout Examples