Fast Lane

Microsoft Excel 2019 - Pivot Tables & Filters (E19PVT)

ID E19PVT   **Price** 590.— €(excl. tax)   **Duration** 1 day

This text was automatically translated. Please click here to read the original German version.

Course Overview

Want to use filters and pivot tables like a pro to analyze your data in Excel 2019? With the practical and easy-to-understand descriptions in this book, you will easily succeed. By means of action-oriented examples, you will learn the efficient and professional use of filters and pivot tables in daily practice.

Numerous tips, hints and many exercises help you to quickly comprehend and consolidate the learning content.

- Filter data (AutoFilter, special filter)
- Use Excel spreadsheet areas
- Create pivot tables from Excel data
- Filter and evaluate pivot table data (including grouping, using calculated fields/elements)
- Change the structure and display of a pivot table
- Create pivot tables using a data model
- Create and edit PivotCharts

Tailored to the learning topics in "Excel 2019 - Pivot Tables and Filters. Evaluate data professionally", with BuchPlus you receive a comprehensive, digital media package with learning videos, accompanying files, knowledge tests and quick overviews of the most important commands.

Course Content

1 Filter data

- 1.1 Basic knowledge AutoFilter
- 1.2 List of the AutoFilter
- 1.3 Filter multiple columns simultaneously
- 1.4 Top-10-Filter
- 1.5 Basic knowledge special filters
- 1.6 Search criteria for the special filter
- 1.7 Inserting special filters
- 1.8 Table areas
- 1.9 Filtering Table Ranges with Data Sections

- 1.10 Exercises

2 Creating Pivot Tables from Excel Data

- 2.1 Basic knowledge of pivot tables
- 2.2 Create recommended pivot table
- 2.3 Creating individual pivot tables
- 2.4 Filtering data of a pivot table
- 2.5 Filtering Pivot Tables with Data Sections/Timelines
- 2.6 Exercise

3 Evaluate and adjust pivot tables

-
- 3.1 Changing calculations in the value range
- 3.2 Value fields with user-defined calculations
- 3.3 Changing the layout of a pivot table
- 3.4 Changing the default layout of pivot tables
- 3.5 Grouping Pivot Table Data Individually
- 3.6 Special display options
- 3.7 Using calculated fields or elements
- 3.8 PIVOT DATA ASSIGNMENT function
- 3.9 Updating data in a pivot table
- 3.10 Exercises

4 Change the display of pivot tables

- 4.1 Predefined report layouts and formats
- 4.2 Marking Pivot Table Ranges
- 4.3 Conditional formatting in pivot tables
- 4.4 Sorting entries within pivot tables
- 4.5 Inserting blank rows in pivot tables
- 4.6 Changing properties of pivot tables
- 4.7 Exercise

5 Creating Pivot Tables Using a Data Model

- 5.1 Basic knowledge of data models
- 5.2 Creating a Pivot Table from Multiple Linked External Data Sources
- 5.3 Creating a Pivot Table from Multiple Unlinked External Data Sources
- 5.4 Creating a pivot table based on other pivot tables
- 5.5 Drilldown
- 5.6 Exercise

6 Create PivotCharts

About Fast Lane

Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

Fast Lane Services

✓ High End Technology Training
✓ Business & Soft Skill Training
✓ Consulting Services
✓ Managed Training Services
✓ Digital Learning Solutions
✓ Content Development
✓ Remote Labs
✓ Talent Programs
✓ Event Management Services

Training Methods

✓ Classroom Training
✓ Instructor-Led Online Training
✓ FLEX Classroom – Classroom & Online Hybrid
✓ Onsite & Customized Training
✓ E-Learning
✓ Blended & Hybrid Learning
✓ Mobile Learning

Technologies & Solutions

✓ Digital Transformation
✓ Artificial Intelligence
✓ Cloud
✓ Networking
✓ Cyber Security
✓ Wireless & Mobility
✓ Modern Workplace
✓ Data Center

Worldwide Presence
with high-end training centers around the globe

Multiple Awards
from vendors such as AWS, Microsoft, Cisco, Google, NetApp, VMware

Experienced SMEs
with over 19.000 combined certifications

Germany
Fast Lane Institute for Knowledge Transfer GmbH
Tel. +49 40 25334610

info@flane.de / www.flane.de

Austria
ITLS GmbH
(Partner of Fast Lane)
Tel. +43 1 6000 8800

info@itls.at / www.itls.at

Switzerland
Fast Lane Institute for Knowledge Transfer (Switzerland) AG
Tel. +41 44 8325080

info@flane.ch / www.flane.ch