



Microsoft Excel Pivot Tables Boot Camp Prerequisites and Curriculum

Prerequisites

Basic Microsoft Excel knowledge is required. Skills include:

- Workbook navigation
- Filtering and sorting data
- Formatting
 - Colors
 - Borders
 - Freezing
 - Merging
 - Inserting and deleting columns
 - Adjustments
- Basic Mathematical Operations
 - SUM, AVERAGE, COUNT
 - Autosum
 - Order of Operation
 - Cell References
- Saving

IMPORTANT NOTE: Your instructor **will not** review this material in the boot camp and will assume you have read and agreed with the prerequisites prior to registering for the boot camp.

Training Syllabus

- What are pivot tables and why are they used?
- Layout design
- Filtering and sorting
- Slicers
- Data source and refreshing
- Navigation
- Aggregate calculations (sum, min, max, average, etc.)