excelerate

DATA TELLS A STORY. BE THE STORYTELLER.

Microsoft Excel Pivot Tables Dashboards 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

Pivot Table knowledge is required. Skills include:

- Layout design
- Filtering and sorting
- Slicers
- Data source and refreshing
- Navigation
- Aggregate calculations (sum, min, max, average, etc.)

IMPORTANT NOTE: Your instructor **<u>will not</u>** 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 dashboards and why are they used?
- Pivot charts
- Connecting multiple pivot tables from various data sources
- Dynamic dashboards
- Using Slicers and Timelines to control multiple Pivot Tables/Charts simultaneously
- Choosing the right chart types for data storytelling