Data Management with Pivot Table using Microsoft Excel

Course Date	☐ 26 Jun 2025 ☐ 8 Jul 2025 ☐ 20 Aug 2025 ☐ 10 Sep 2025
Course Time	**9:00am to 5:00pm**
Methodology	**Online via Microsoft Teams**

What is PivotTable?

PivotTable is a powerful data analysis tool, yet most Excel users do not use it to its fullest potential. This course shows you why PivotTable is so versatile for data analysis and how you can leverage PivotTable to rapidly analyze, sort, filter, spot trends and make business decisions from masses of data.

In this course you will learn to:

- Applying and optimizing an intelligent, flexible and interactive PivotTable in analyzing and reporting on frequently changing of mass data
- Leveraging on PivotChart to visually represent PivotTable data
- Summarizing datasets with grouping and aggregation
- Flipping your data into alternate views and slicing and dicing it for deeper mining
- Creating Interactive Dashboard with PivotTable and PivotChart

Course Registration

RM1026*

(Price Inclusive of 8% SST)

*Course fee claimable under HRDC.

COURSE STRUCTURE

Morning Session: 9:00am – 12:30pm
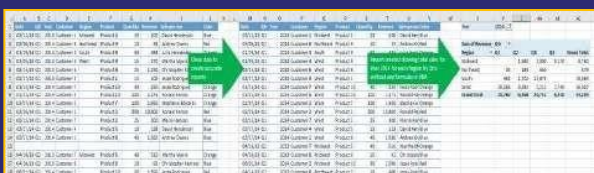
Module 1: Introduction to PivotTable
Get to know the dynamics of Excel PivotTable and how it can immensely boost up your efficiency in data analysis and reporting at work.

Module 2: Setting your Data Right
Learn the techniques to set, specify and refine your source/ raw data in a correct structure at the very beginning in order to minimize errors and to avoid inaccurate data analysis.

Module 3: Creating a PivotTable
Create a PivotTable by applying the concepts and best practices using the refined and source data created.

Lunch: 12.30 pm– 1.30pm

Afternoon: 1.30pm-5.00pm

Module 4: Optimizing on the features of Slicers
Operate the visual controls with slicers that enable you to quickly and easily filter and define your data interactively. Leverage on the Slicers to filter multiple PivotTable, data views and PivotCharts in putting together an outstanding report.

Module 5: Customizing a PivotTable and the Fields
Learn to extend the power of PivotTable in tweaking information, from making cosmetic changes to changing the underlying calculation used.

Module 6: Investigating Your Data with PivotTable
Based on the concepts and practical steps on the Pivot- Table created, you will now analyse a scenario.
`Which products are not selling well?'
`What are the top 10 product categories?'
`Who are our top 5 salesperson?'
`What is the average unit price for each category?'
`How many orders did we have for each category'
`Which categories produce over 50% of total revenue?'
`Compare monthly sales, MoM?'
`Monthly sales vs YTD sales'

Module 7: Analysis with PivotTable Grouping
Apply the Grouping feature which enables you to easily summarize, analyze and present large amounts of data into a few groups or subsets. Fewer groups allow you to simplify your analysis and focus on the (grouped) items that matter the most.

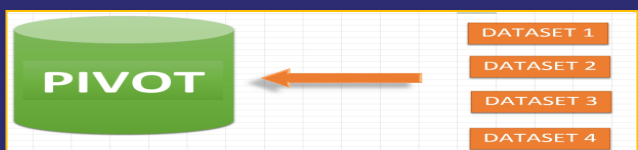### Module 8: Performing Calculation within PivotTable
Perform calculations within PivotTable through calculated fields and calculated items without creating additional columns to the source.

Module 9: Interpreting data with PivotCharts
Develop Interactive PivotCharts charts that provide graphic image of the data contained in a PivotTable.

Module 10: Analyzing Multiple Data Sources
Consolidate and summarize data from external sources or data from multiple tables within your workbook. This is most useful when data is not neatly packed into one table.

Module 11: Creating Interactive Dashboard with PivotTable and PivotChart
Streamline and apply all that you have learnt to create a dynamic and Interactive Excel Dashboard.