



Microsoft Excel

Pivot Tables

The Excel 2016 Pivot Table

An Advanced Deep Dive All-You-Need-To-Know Session on Pivot Tables

SBL/HRDF Claimable

Objectives

This is an intermediate course which covers all important functionalities of the Pivot Table. New Excel 2016 features are also covered.

Upon completion of this course, you will be able to create, manage and operate the Pivot Table on flat files and relational databases. You will also get a greater understanding of the functionality and potential of Pivot Tables; and able to construct and manipulate complex summaries and analysis of data using Pivot Table tools, control visual and data formatting, manage and add to the statistical analysis of your data, deal with varying data sources, troubleshoot and utilize Pivoted data in many different contexts.

Required software: Microsoft Excel 2016

Laptops will be provided during the Workshop

Methodology

You will be creating Pivot Tables from basic and complex datasets and databases in a hands-on guided class. The course will further test your understanding of the learning by requiring you to complete a mini project in class.

Course Content

Module 1: The Excel Table

- What is a flat file?
- Overview of the Excel Table

- Creating the Table
- Filtering & Sorting the Table
- The Table Ribbon
- Naming and Resizing the Table
- Table Styles
- Inserting Slicers
- Inserting Formulas in the Table
- Best Practices on Maintaining Good Data

Module 2: Introduction to Pivot Table

- Creating the Pivot Table
- Populating Rows, Values, Columns & Filters
- Formatting Values in the Pivot Table
- Pivot Table Subtotal & Grand Totals
- Pivot Tables Report Layout & Styles
- Components in Pivot Table Options
- Renaming the Pivot Table
- Drilling Down into Data

Module 3: Filtering & Sorting

- Date Filters, Label Filters & Value Filters
- Sorting Items in Pivot Table in an Ascending or Descending Order
- Slicers & Timeline
- Filter Connections

Module 4: Calculated Fields & Items

- How to Insert a Calculated Field
- Calculated Field Behaviour

Module 5: Pivot Charts

- What is a Pivot Chart?
- Creating a Pivot Chart
- Pivot Chart Rules and Design
- Managing the Underlying Data, Adding Layers and Altering Structure
- Dynamic Charts
- Transition Tables

Module 6: Retrieving & Summarizing Data from the Pivot Table

- Introduction to the GETPIVOTDATA Function
- Drop-Down Lists and Variance Analysis

Module 7: Managing Changes in your Source Data

- Dynamic Named Ranges
- Dealing with Zeroes

Module 8: Business Intelligence Overview

- What is BI
- The OLAP & Relational Databases
- What is OLAP Pivot Table

Module 9: The OLAP Pivot Table

- Introduction to the GETPIVOTDATA Function
- Pivot Table Relationships
- Pivot Table Sets

When & Where

22 August 2019
(Thursday)
9.00 am to 5.00 pm
Empire Hotel, Subang Jaya

Who Should Attend

Data Analysts, Project Managers, Revenue Managers, Finance Managers, Data Crunchers who possess basic knowledge on Pivot Table and wish to expand their skills in this area

Training Investment

RM 900 per participant (include Lunch, Tea Breaks, Course Materials, Certificate of Completion & Laptop (to be used in class))

Trainer's Profile

Vincent Chin



1 About Vincent

Vincent is a HRDF-certified trainer specializing in advance Excel, Financial Modelling and Lean Six Sigma; and a continuous improvement consultant. He is a Chartered Accountant (Association of Chartered Certified Accountants), a Six Sigma Black Belt (ASQ) and a Microsoft Office Specialist.

2 Work Experience

Vincent has more than 20 years' experience in multiple industries where he held roles of finance head, continuous improvement lead and trainer.

One of his highest achievements in the role of a Financial Controller was being able to turn a loss making company into a profitable one within a year. He also held

continuous improvement roles in the shared service and financial industry where transformation and implementation of target operating models were required. Vincent also programs in VBA and develops complex Excel applications.

3 Trainings Experience and Clientele

Vincent has trained employees from Genting Group, Dell, Motorola, Technip, CIMB, Malakoff, Digi, IBM, Starwood Hotels & Resorts, Petronas ICT, HSBC, J&J, Kossan Rubber, CapitaLand, Markem-Imaje, RHB, DHL, Shell, Samsung, DBS, NOL.

4 Training Approach

Vincent adapts a practical approach in his training and relates topics he conducts to real life scenarios. This comes from his strong background in financial operations and process re-engineering experience in local and multinational firms.

5 Specialization (Courses that can be conducted)

Lean Six Sigma, MS-Excel.

6 Qualifications

FCCA (UK), CSBB, MOS.

Register [HERE](#)

Other Programmes in 2019 [HERE](#)



Contact Us

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