



## Excel Pivot Tables and complex Analysis

Excel can easily deal with a large amount of data. Do you have data imported from SAP or another ERP system and need to create a professional report? We will show you how to filter and sort your data with just a few mouse clicks. Using pivot tables, you can rotate your numbers and examine them from various angles. In addition, you will learn other interesting features which will help you analyze large quantities of data.

**Goal:** You learn functions with which you can present your figures

**Prerequisites:** Good knowledge of Excel like you would learn in the basics course

**Length:** 3.5 hours

### Topics:

- Working with large Spreadsheets
  - Freeze information on the screen
  - Print titles and Print area
  - Insert a page break
  - Filtering and sorting Data
- Prepare figures for analysis with the new Flashfill function
- Pivot-Tables
  - How to set up a Pivot-Table
  - Customizing your Pivot-Table
  - Switch between functions (Sum, Min, Max, Average, Percent)
  - Create new fields (e.g. for Calculations)
  - Creating views by month, quarter and years
- Pivot-Charts
- PowerView - Explore, visualize, and present your data
  - Get started with the tool
  - Create a dynamic chart
  - Connect your numbers with a map
- Function VLookup versus If-then-else
- Consolidate your files quick and easy
- Conditional formats
  - Format your numbers according to the value