



Manta Projects

Microsoft Excel III: PivotTables (1½ days)

EXCEL TABLES

Elements of an Excel Table

Convert a Range to a Table

Convert a Table to a Range

PIVOTTABLES

PivotTable Areas

Create a PivotTable

PivotTable fields

Manipulate a PivotTable

- Pivoting
- Sorting
- Filtering
- Viewing Detail
- View Raw Data
- Create a Snapshot
- Change the Value Field Settings
- Refresh the Data Change the Look
- Format a PivotTable using Styles
- Change the Number Format
- Replace Blanks with Zeros
- Change a Field Name
- Subtotals and Grand Totals
- Blank Lines

Create and manipulate a PivotChart

TEAM PROJECT AND PRESENTATION