

Advanced Excel: Pivot Tables



Today we'll cover:

- Pivot Tables
 - Creating
 - Formatting
 - Sorting & Filtering
 - Printing

You should already feel comfortable:

- Using Windows 8.1
- Using Excel 2013 and the “ribbon”
- Switching between worksheets
- Copying and Pasting
- Using formulas
- Using the right mouse button for context menus

Before Pivot Tables:

Creating tables involves
either a lot of manual work
or a lot of set-up with
formulas.

With Pivot Tables:

Point & Click

Point & Click

Point & Click

Point & Click

Done!!

Why learn about pivot tables?

- They'll save you time
- They give you another marketable skill
- They make Excel even more fun

Additional Library Resources

Check out Materials:

Search the Library Catalog for
“pivot tables” or go to the shelf at
005.54 Excel

AND

Drop-in Technology Help at
the 2nd Floor Information
Desks

AND



lynda.com
You can learn it.™