

Hands-on Training for Microsoft PIVOT Tables for Beginners

Course Overview

To train the participants on how to use the various Menus, Commands and Functions required to generate Pivot Tables and how to use Pivot Tables to do reporting and extended analysis.

Learning Outcomes

At the end of this course you will have a greater understanding of the functionality and potential of Pivot Tables. You will be able to construct and manipulate complex summaries and analyses 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, automate, troubleshoot and utilize Pivoted data in many different contexts.

Major Benefits of Attending?

- What is a Pivot Table?
- Is Pivot Table the right tool for reporting. What other Tools are available?
- Useful Excel Short-cuts for Pivot Tables
- Learn how to analyse the “raw” data that will be used to generate Pivot Tables. How to ask the right questions?
- Learn how to use the recommended Pivot Tables
- Learn how to build various types of Pivot Tables from scratch
- Learn how to build formulas in Pivot Tables
- Learn about drill downs and challenges with Pivot Table cache
- Learn why Tables are important when building Pivot Tables and how to build a “reporting template” that you can recycle
- Learn how to copy Pivot Tables
- Learn how to build Pivot Charts from Pivot Tables
- Learn how to build Slicers, Sparklines and Dashboard

Requirements : A working knowledge with Excel

Training Fees:

RM 350.00 per participant
(with course Material, Certificate of attendance and two (2) tea breaks)

Date: ☐ 12/03/2020

☐ 17/04/2020

(Please tick your session)

Time: 9am to 5pm

Language: English

Venue: **Edata Training Facility**

No 108, Lebuhr Bercham Timur
Bercham Sinar, (East Eden)
31400, Ipoh Perak

Speaker Profile



This training will be conducted by N.Selvam

He is a Chartered Accountant (CIMA) and a Member of the Malaysian Institute of Accountants (MIA). He is also a Certified Software Consultant. He has conducted more than 50 hands-on training sessions on the Microsoft Pivot Table both in-house and at N Selvam Consult training facility and you will benefit from his extensive experience.

edata Systems Sdn Bhd (227208-X)

No. 108, Lebuhr Bercham Timur, Bercham Sinar, 31400 Ipoh, Perak

Tel: 05-5417238/5417291 Fax: 05-5417290

Website: www.edata.my

REGISTRATION FORM

Company Name: _____

Address : _____

Person in Charge: _____ Tel No: _____ Fax No: _____

Email Address : _____

Participants' Full Name:

1. _____ 2. _____

3. _____ 4. _____

Terms & Conditions

To make payment, please complete the registration form and fax it to 05-5417290 or email the completed form to **training@edata.my**

- All payments must be made with an Invoice issued from us.
- Registration is based on a first-come-first-served basis.
- Confirmation of registration is strictly upon receipt of payment and registration form.
- Registration form and payment must reach Edata Systems Sdn Bhd by **7TH March 2020.**
- There will be no refund for any withdrawal after the confirmation email has been sent.
- There will be no refunds for non-attendance but participants can be replaced.
- Edata Systems Sdn Bhd reserves the right to cancel the event, or make changes to the schedule, venue and speakers in the event of unforeseen circumstances.
- Participant have to bring their own **notebook** with **Microsoft 2010 and above. Preferably Microsoft Excel 2016.**

PAYMENT: Enclosed please find cheque no. _____ for RM _____
made in favour of "**Edata Systems Sdn. Bhd**" payable to **MBB A/C No. 508289105778.**

****REGISTRATION FORM & RECEIPT OF PAYMENT TO BE SENT TO training@edata.my BEFORE 7TH March 2020.**

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