

Workshop : Excel Pivot Table & Power Pivot

Date: Friday 7 September, 9.00 am - 12.30 pm

Cost: \$110 (incl GST)

Venue: Library Computer Lab, Ground Floor, RMH

The Microsoft Excel 2010 Pivot Tables and PowerPivot workshop has been developed for people wanting to use more complex functionality of Pivot Tables within Excel, including the PowerPivot add-in which allows you to analyse multiple files.

Participants will need to have attended or be familiar with all the topics covered in the Microsoft Excel 2010 Intermediate and Advanced courses, including working with named ranges. A basic knowledge of how to create a simple Pivot Table will be advantageous.

In this session participants will learn to:

PowerPivot

- Understanding PowerPivot
- Copying data into PowerPivot
- Create a pivot table in PowerPivot
- Importing a text file into PowerPivot
- Creating relationships between data

Subtotals & summarising

- Manipulating display of totals
- Advanced value field settings

Pivot Table Views

- Grouping fields
- Conditional formatting
- Working with slicers

Pivot Table calculations

- Calculated fields
- Calculated items

Maximum 12 participants

Name:

Organisation:

Preferred email:

Phone:

Payment method: Please select

Cost Centre (Melb Health only): I authorise a total payment of \$110 from the following cost centre:

Supervisor:

Campus code:

Cost Centre:

Account: 36560

Credit Card:

Visa:

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Card Number:

Expiry Date:

Name on credit card:

I authorise a total payment of \$110

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Invoice (External organisations only):

To register: Send electronically using the Submit button, or email to us. Workshop fees are not refundable. Enrolment is not confirmed until full payment is received. Payment is processed at close of registration. Please ensure credit cards funds are available. See [Terms & Conditions](#) on the Library website. Receipts are emailed when payment is processed.

[Check your email for enrolment confirmation and course information / updates.](#)