

Workshop : Excel Pivot Table & Power Pivot

Date: Wednesday 19 June, 12.30 pm - 4.30 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:

MasterCard:

Card Number:

Expiry Date:

Name on credit card:

I authorise a total payment of \$110

Signed:

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.](#)

WORKSHOPS

More Info: <http://tiny.cc/RMHTraining>

Intro to Excel - no prerequisites

Introduces spreadsheets, formatting, headers and footers, BEDMAS and other basic features.

Intermediate Excel - prerequisites

Introduces styles, conditional formatting, formulas, complex equations, charts, and more.

Advanced Excel - prerequisites

Introduces data validation, auditing tools, macros, formulas & other advanced features.

Excel Pivot Tables - prerequisites

Learn how to use Pivot Tables & PowerPivot, to analyse multiple files.

Excel Dashboards - prerequisites

Synthesise and summarise information into a logical framework, and present data graphically, using existing Excel tools to analyse data & build reports.

Excel Formulas - prerequisites

Focuses on Excel formulas, including the BEDMAS rule, AVERAGE, COUNT, COUNT-BLANK, date/time formulas, rounding formulas, setting formula rules, and more.

Introduction to Access - prerequisites

Create your own database of information & learn how to extract data, create forms & reports, link tables & apply mail merge & labeling.

Intermediate Access - prerequisites

Work with tables & table fields, import & export functions, complex queries, equations, forms & sub-forms, reports & macros.

SEMESTER 1 PROGRAM

EXCEL - Introduction 14/2/19
17/4/19

EXCEL - Intermediate 28/2/19
06/6/19

EXCEL - Advanced 10/4/19

EXCEL - Dashboards 08/5/19

EXCEL - Pivot Tables 19/6/19

EXCEL - Formulas 19/6/19

ACCESS - Introduction 21-22/5/19

WORD - Intermediate 20/3/19

PRESENTATION SKILLS 14/3/19

BUSINESS WRITING 15/4/19

ENDNOTE 19/3/19
27/3/19

WORKSHOPS

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Intro to Word - no prerequisites

Learn basic formatting & editing to create simple Word documents.

Intermediate Word - prerequisites

Introduces QuickParts, columns & tables, advanced formatting & graphical features, mail merge and more.

Advanced Word - prerequisites

Introduces functions such as track changes, styles, form fields, macros, & toolbar customisation.

Presentation Skills - no prerequisites

Covers the principles of creating and delivering effective presentations using PowerPoint, with a focus on presentation methods to keep your audience engaged.

Business Writing - no prerequisites

Introduces tips & techniques to improve the clarity of your memos, documents & other business communications.

EndNote - no prerequisites

Introduces reference management using EndNote, & covers basic functionality, customisation features, & using EndNote with Word to manage in-text citations, citation styles & bibliographies.



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REGISTER

Download Registration forms from the Training webpage.

Numbers are limited, so book early to avoid disappointment.