

ENHANCING PIVOT TABLE with Microsoft Excel 365

New to Pivot Tables or want to get more out of them? This 1-day course is designed to give you a solid understanding of Pivot Tables. Pivot Tables are a powerful tool within Excel that can be used to analyze, sort, filter and present data in an understandable way. In this 5 modules, you will learn best practices for preparing source data, using database data, how to preserve formats and create custom styles, sorting and filtering techniques, and much more.



Getting The Most From Your Data

Pre-requisite

Participants should be proficient in basic Excel concepts and have a thorough understanding of basic Excel functions.


SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),


New Admin Block PPKS, Level 1,


Jalan Canna, Off Jalan Wan Alwi,

Tabuan Jaya, 93350 Kuching. Sarawak.

 (60) 82-366499 / 480912

 training@sains.com.my

 (60) 82-360522

 www.sains.com.my



Claimable
Under
Scheme
SBL

Course Content

- ▶▶ Introduction to the Pivot Table
- ▶▶ Manipulating the Pivot Table
- ▶▶ Advanced Pivot Table Options
- ▶▶ Calculations in the Pivot Table
- ▶▶ Pivot Chart

Learning Outcomes

- ▶▶ Create a Pivot Table
- ▶▶ Customize a Pivot Table
- ▶▶ Create a Calculated Field / Item in a Piv
- ▶▶ Create a Pivot Chart
- ▶▶ Edit and Format A Pivot Chart



WHO SHOULD ATTEND

- IT Personnel
- Finance Personnel
- Admin Personnel



METHODOLOGY

- Screen Projection
- Lecturing
- Practical



SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel 365 Program



COURSE DURATION

- 1 Day



COURSE FEE

- RM660.00

IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact agnes@sains.com.my or **082-366499 / 480912** for further discussion.

TERMS & CONDITIONS:

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE SST @ 6%**
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.