

# ENHANCING PIVOT TABLE with Microsoft Excel 2019

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Getting  
The Most  
From Your  
Data

A pivot table allows you to create an interactive view of your data set. With a pivot table report, you can quickly and easily categorize your data into groups, summarize large amounts of data into meaningful information, and perform a wide variety of calculations in a fraction of the time it takes by hand. You can interactively drag and drop fields within your report, dynamically changing your perspective and recalculating totals to fit your current view.

Product Sales

Salesman	Product	State	Quantity	Product Price	Total Sales
Bill	C	Colorado	12	\$400.00	\$4,800
Frank	D	Kansas	18	\$200.00	\$3,600
Harry	B	California	24	\$375.00	\$9,000
Janet	A	Colorado	15	\$280.00	\$4,200
Joe	C	Montana	11	\$515.00	\$5,665
Martha	B	California	22	\$375.00	\$8,250
Mary	B	Kansas	18	\$280.00	\$5,040
Ralph	C	Kansas	11	\$515.00	\$5,665
Frank	D	Idaho	18	\$280.00	\$5,040
Bill	A	Colorado	12	\$400.00	\$4,800
Frank	D	Colorado	18	\$200.00	\$3,600
Harry	B	Idaho	24	\$375.00	\$9,000
Janet	A	Idaho	15	\$280.00	\$4,200
Joe	C	Kansas	11	\$515.00	\$5,665
Martha	B	Kansas	22	\$375.00	\$8,250
Mary	B	Kansas	18	\$280.00	\$5,040
Ralph	C	Kansas	11	\$515.00	\$5,665
Frank	D	Kansas	18	\$280.00	\$5,040
<b>Grand Total</b>			<b>235</b>		<b>\$78,520</b>

### Pre-requisite

Students 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.

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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 Pivot Table
- ▶▶ 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 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](mailto: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.