



## Overview

This course introduces data consolidation and pivot tables – some of the most powerful Excel tools.

## Prerequisites

Excel 2007 Intermediate

## Objectives

- Ⓞ Create AutoFiltered lists, Work with Tables (formerly lists) and other tools to Consolidate Data
- Ⓞ Analyze Multi-dimensional Data with PivotTables

## Outline

### Skills Review

#### Managing Lists, Data Consolidation

- Document Linking and Embedding
- Setting Up a Table
- Sorting a Table
- AutoFilter
- Automatic Subtotals
- Conditions in Formulas
- COUNTIF, SUMIF

#### Importing and Exporting Data

##### Importing from an External File

- Compatible File Types
- Delimiters
- Programs Often Imported From

##### Exporting Data

##### Merging Data into Word Documents

- Using Excel Data For Mail Merge

##### Data Consolidation

- Using 3-D Formulas
- Built-in Data Consolidation Tool

##### When to Use a Real Database Tool

### Pivot Tables

- How A PivotTable Organizes Data
- PivotTable Fields
- Text Fields and Numeric Fields
- Creating PivotTables
- Selection in PivotTables
- PivotTable Tools Tab
- Table Options Tab
- PivotTable Field Settings
- PivotTable Field Grouping
- Using the Report Filter (formerly) Page  
Field To View Subsets of the Data
- Updating a PivotTable
- More Than Three Dimensions
- PivotCharts

### File Protection

#### Excel Services

- Unsupported Features for Excel  
Workbooks