Excel - Pivot tables and data lists

Duration: 1 day
Audience: Pour tous

Who is this training for?

For everyone

Training objectives

- Organize and work with a data list
- Illustrate data in a data list using pivot tables

Summary

Organize and work with a data list, and illustrate data from a data list using pivot tables. This training will enable you to master organizing data in lists, sorting, filtering, and creating pivot tables and charts.

Course outline

Chapter 1 - Organizing Data into Lists and Data Tables

- Knowing the Structure of a Data List
- Creating a Data List
- Using Data Validation
- Manipulating the Data List Using the Data Table Tools

Chapter 2 - Sorting a Data List

- Identifying the Items Needed for Sorting
- Sorting a Data List

Chapter 3 - Filtering a Data List

- Using Automatic Filters
- Using Advanced Filters

Chapter 4 - Create Pivot Tables

Copyright © 2026 AFI by Edgenda inc.

- Define a Pivot Table
- Create a Pivot Table
- Change the Display Options and Layout of a Pivot Table
- Insert a Segment
- Manipulate Fields
- Apply a Pivot Table Style
- Update the Data in a Pivot Table

Chapter 5 - Create a Pivot Chart

- Define and Create a Pivot Chart
- Add Fields in a Pivot Chart Dynamic Chart
- Filter Pivot Chart Data

Approach and methodology

- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Windows - User or equivalent content

Recommendations

- Must illustrate data using pivot tables
- Have a basic command of the Windows environment (file management, folders, copy and paste)
- Understand the simple concepts of calculation (addition, percentage, average)
- Be comfortable with reading and structuring data (simple tables)
- Know the basics of logic (organize information, follow a sequence of actions)

Copyright © 2026 AFI by Edgenda inc.