

**Automating Tables and PivotTables in Excel**

**Course Number:** OFC-120  
**Duration:** 1 day

**Overview**

In this live, online Automating Excel Tables and PivotTables training course, attendees learn how to quickly organize and manipulate Excel’s tables and PivotTables to create summary reports. Students also learn how to use macros to display the tabulated results even faster without any programming.

**Prerequisites**

All attendees must have knowledge of Excel.

**Materials**

All Excel training attendees receive comprehensive courseware.

**Software Needed on Each Student PC**

* Excel 2016, 2019, 365, or later
* Related lab files that Accelebrate will provide

**Objectives**

* Create tables
* Create basic DAX calculations in tables
* Format tables
* Create PivotTables
* Analyze PivotTable date
* Format PivotTables
* Calculate within PivotTables
* Insert slicers
* Insert timelines
* Present data with PivotCharts
* Create, run, and save macros

**Outline**

* Introduction to Tables
  + What are tables in Excel?
  + Why use tables?
  + Setting up tables
* Tables
  + Creating tables with one shortcut key
  + Formatting tables
  + Create basic DAX calculations in tables
* Introduction to PivotTables
  + What is a PivotTable?
  + Why use PivotTables?
* PivotTables
  + Creating PivotTables
  + Understanding the field task pane
  + Rearranging to analyze the data
  + Calculating within a PivotTables
  + Extracting data to create reports
* PivotCharts
  + Present with PivotCharts
  + How to Create and Work with a PivotChart
  + PivotChart filters
* Slicers
  + Create Slicers
  + Understanding the slicer tools contextual tab
  + Timelines
  + Timelines tool contextual tab
* Introduction to Macros
  + What is a macro?
  + Why use macros?
* Recording Macros
  + Revealing the record macro button
  + Recording steps that analyze data
  + Creating macro buttons on the QAT
  + Creating Macro buttons on the spreadsheet
  + Saving a macro
* Applying Macros within Tables and PivotTables
  + Recording macros in tables
  + Recording macros in PivotTables that create reports
* Conclusion