

Microsoft Excel - Pivot Tables

GoSkills online course syllabus

Wednesday, April 16, 2025

Skill level

Beginner

Lessons

38

Accredited by

CPD

Pre-requisites

[Excel - Basic](#)

Versions supported

2016, 2019, 365

Video duration

3h 12m

Estimated study time

19h for all materials

Instructor

Ken Puls

The Very Basics

1

What is a PivotTable - and Why Do You Care?

PivotTables open up your world to quickly summarize data and build solutions that others can explore.

2

The PivotTable Life Cycle

Understanding how the life cycle of a PivotTable solution is different than an ad-hoc reporting solution.

3

Creating Your First PivotTable

Creating your first PivotTable is the first step to unlocking serious Excel power in data optimization.

4

Field Well Options

Determining the Field Well options you'd like to use to view your PivotTable data.

Sourcing Your Data

5

Source Data Best Practices

Setting up your data sets to ensure that they will be able to be consumed by a PivotTable.

6

Using Excel Ranges

Choosing between building quick and dirty PivotTables or future-proofing PivotTables for future updates.

7

Preparing Source Data

When you need to aggregate multiple tables or create new fields in order to display properly in a PivotTable.

8 Using External Data
Connecting to external data sources (such as databases), and pulling the data into Excel.

9 Managing Power Queries
Updating a Power Query solution to a new file path, allowing us to refresh the file with a click.

Laying Out the PivotTable

10 Totals and Sub-Totals
Use to turn totals and subtotals on/off where needed in your PivotTable.

11 Choosing PivotTable Layouts
Determining the basic layout you'd like to use to display your PivotTable data.

12 Grouping
Use to group different row or column fields together for a more logical display.

PivotTable Calculations

13 Aggregation
When you wish to show different aggregation on your PivotTable fields than what is provided by default.

14 Running Totals
When you need to display a running total on your PivotTable.

15 Percent of x Calculations
When you need to display a value as the % of another value on your PivotTable.

16 Difference From Calculations
When you need to display values that are a difference from another value in a PivotTable. This is very useful for showing growth/decline from previous periods.

17 Percentage Difference From Calculations
When you need to display values that are a percentage of difference from another value in a Pivot Table. This is very useful for showing growth/decline from previous periods.

18 Top and Bottom x Items
When you want to filter your PivotTable to show the top/bottom x items or top/bottom x% of items in the data set.

19 **Calculated Fields**
Understanding how to create calculated fields in a PivotTable.

20 **Calculated Items**
Understanding how to create calculated items in a PivotTable.

PivotTable Formatting

21 **Value Field Formats**
Various ways to display numbers in the values area of a PivotTable.

22 **Preserving Cell Formats on Update**
How to force a PivotTable to preserve cell formats and column widths when it is updated.

23 **PivotTable Styles**
Using pre-defined styles with a PivotTable.

24 **Custom PivotTable Styles**
Creating your own style to use with a PivotTable.

25 **Conditional Formatting on PivotTables**
Basics of applying conditional formats to a PivotTable.

Sorting

26 **Basic Sorting**
Basic sorting of row and column headers in a PivotTable.

27 **Custom Sorting**
Creating custom sort orders for a PivotTable.

28 **Sorting Values**
Sorting the values area of a PivotTable.

Filtering Data

29 Report Filters
Using Report Filters to narrow down results in a PivotTable.

30 Built-in Filter Controls
Using row and column filters to narrow down results in a PivotTable.

31 Slicers
Slicers are user-friendly filters for PivotTables.

32 Timelines
Timelines are date specific filters for PivotTables.

33 Filtering Multiple PivotTables
Filtering multiple PivotTables at once with Slicers.

Extracting Data

34 Show Details
Using Show Details to extract details from a summarized value.

35 GETPIVOTDATA
Using the GETPIVOTDATA function to extract specific fields from a PivotTable.

Data Visualization

36 Creating PivotCharts
Creating PivotCharts out of a PivotTable.

Finalization

37 Automating Refresh
Automating PivotTable refresh operations.

38 Pre-release Considerations
Items to consider before releasing your file to users.

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