

Department of Clinical Education presents
Excel PivotTable Workshop

Course Description

Of all the techniques that Excel offers for data analysis, PivotTables are the most powerful. A PivotTable can sort, filter, create dynamic subtotals, calculate formulas, and create charts that are automatically linked to data. This workshop will take you through the process of creating PivotTable reports.

Course Objectives

- Upon successful completion of the course, the participants should be able to:
- Understanding Filters, Row and Column Placement and Location of Data
 - Filtering and inserting a query into the PivotTable
 - Inserting Subtotals
 - Grouping and Hiding Items
 - Creating Formula Fields within the PivotTable
 - Inserting Fields to calculate %
 - Insert a linked chart while constructing the PivotTable

Prerequisites

This is an advanced course for those who use Excel databases regularly

Instructor

Phyllis Sharum, Computer Training Educator

Times & Dates

- Feb 2, 2010; 9:00am – 12:00pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Excel Pivot Table Workshop

Name: _____

License #: _____

Address: _____

Organization: _____

City/State/Zip: _____

Position/Unit: _____

Home Phone: _____

Work Phone: _____