Course Title: Demystifying Excel Pivot Tables
Course Code: WSP 109
Instructor: Maria Pribyl
Date: Saturday, May 20, 2017  10:00AM - 4:00PM

Grade Options and Requirements:
• Due to its short format, this workshop may not be taken for Credit or a Letter Grade

Course Outline:
In this class, you will learn how to create and modify Pivot Tables and Pivot Charts used to summarize and analyze information from a database.

• What is a Pivot Table?
• Best practices to preparing source data for a Pivot Table
• Creating a variety of Pivot Tables
• Modifying Pivot Tables
• Filtering and Drilling Downs of Pivot Table data
• Grouping like items within the Pivot Table (i.e. dates)
• Creating Slicers, a dynamic way of viewing filtered information (Available on the PC Version 2010 and newer and Mac 2016)
• Displaying Pivot Tables in a variety of Report Formats
• Generating and modifying Pivot Charts
• Plus a variety of time-saving keyboard shortcuts and more...

Please contact the Stanford Continuing Studies office with any questions
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