

EXCEL WORKSHOP – PIVOT TABLES

PRESENTED BY FINANCIAL EXECUTIVES INTERNATIONAL – DALLAS CHAPTER

DECEMBER 6, 2018* | 5:30-8:00 P.M. | 2.5 CPE CREDITS

PIVOT TABLES: ADVANCED FEATURES

CHAPTER 10: ENHANCING PIVOT TABLE FORMATTING

- CONDITIONAL FORMATTING: TWO-COLOR SCALE
- CONDITIONAL FORMATTING: REMOVING
- CONDITIONAL FORMATTING: THREE-COLOR SCALE
- CONDITIONAL FORMATTING: USE ICON SET
- CONDITIONAL FORMATTING: USE DATA BARS
- CONDITIONAL FORMATTING: TOP 10 ITEMS
- CONDITIONAL FORMATTING: CELLS BTW TWO VALUES
- CONDITIONAL FORMATTING: LABELS IN A DATE PERIOD
- CONDITIONAL FORMATTING: RULE FOR DATA BARS: EDITING
- CONDITIONAL FORMATTING: RULE FOR DATA BARS: CHANGING ORDER
- CONDITIONAL FORMATTING: RULE FOR DATA BARS: CHANGING PT LAYOUT
- CONDITIONAL FORMATTING: RULE FOR DATA BARS: DELETING
- FORMAT OPTIONS: CONTROLLING COLUMN WIDTH
- FORMAT OPTIONS: SHOWING ITEMS WITH NO DATA
- HIDING BUTTONS & LABELS

CHAPTER 11: PIVOT CHART

- DEFAULT PIVOT CHART: EXPLORING
- DEFAULT PIVOT CHART: USE PIVOTCHART FILTER PANE
- DEFAULT PIVOT CHART: MOVING FIELDS
- DEFAULT PIVOT CHART: CHANGING LAYOUT
- DEFAULT PIVOT CHART: CHANGING CHART STYLE
- DEFAULT PIVOT CHART: ADDING FIELDS
- DEFAULT PIVOT CHART: CHANGING CHART TYPE
- DEFAULT PIVOT CHART: VIEWING PIVOT TABLE
- LINE PIVOT CHART: CREATING MULTIPLE SERIES
- LINE PIVOT CHART: FORMATTING SERIES
- LINE PIVOT CHART: ADD TITLE
- LINE PIVOT CHART: CHANGING LEGEND
- LINE PIVOT CHART: RESIZING
- LINE PIVOT CHART: MOVING
- LINE PIVOT CHART: ADDING DATA LABELS TO SERIES
- LINE PIVOT CHART: ADDING TREND LINE
- LINE PIVOT CHART: CREATE VARIABLE CHART TITLE
- LINE PIVOT CHART: OTHER FEATURES

CHAPTER 12: PRINTING AND EXTRACING DATA FROM PIVOT TABLE

- SHOW DETAILS FEATURE: EXTRACTING RECORDS
- SHOW DETAILS FEATURE: FORMATTING EXTRACTED RECORDS
- SHOW DETAILS FEATURE: CHANGING DEFAULT TABLE STYLE
- SHOW DETAILS FEATURE: DISABLING SHOW DETAILS
- SHOW REPORT FILTER PAGES
- PRINTING A PIVOT TABLE
- PRINTING A PIVOT TABLE: CHANGING PRINT OPTIONS
- PRINTING A PIVOT TABLE: ADDING PAGE BREAKS AFTER ITEMS
- GETPIVOTDATA FUNCTION
- GETPIVOTDATA FUNCTION: USING CELL REFERENCES IN FORMULAS
- GETPIVOTDATA FUNCTION: TURNING OFF THE FEATURE

*Date correction, previously displayed as DECEMBER 9, 2018.