



Microsoft Excel – Using Pivot Tables and PowerPivot

Aim of Program	This session has been designed for participants wanting to use more complex functionality of Pivot Tables within Excel, including the PowerPivot add-in which allows you to analyse multiple files.
Program Structure	<p>In this session, participants will learn to:</p> <ul style="list-style-type: none"> ▶ Pivot Table views <ul style="list-style-type: none"> - Grouping fields - Working with slicers - Conditional Formatting - Subtotals and summarising - Manipulating display of totals - Advanced value field setting ▶ Pivot Table calculations <ul style="list-style-type: none"> - Calculated fields - Calculated items ▶ PowerPivot <ul style="list-style-type: none"> - Understanding PowerPivot - Importing a text file into PowerPivot - Copying data into PowerPivot - Creating Relationships between data - Create a Pivot Table in PowerPivot
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 / 2 Day 1:00pm – 4:30 pm
Pre-requisite	It is recommended that participants have attended or be familiar with all the topics covered in the Microsoft Excel 2010 Intermediate and Advanced courses, including working with named ranges. A basic knowledge of how to create a simple Pivot Table will be advantageous.
Facilitator	Andrew Chong, SATT Simple as that Training
Program Dates, Registration & Fee	Go to link below for Program Dates, Course Registration and Course Fees: http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

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