

# Excel PivotTables: From Data Prep to Power Analysis

In today's data-driven world, proficiency in Excel is indispensable for organizing, analyzing and reporting large amounts of data. And PivotTables are the essential tool for extracting meaningful results from large datasets.

Whether you're new to Excel or seeking to sharpen your skills, this course offers a comprehensive journey from novice to expert. This live, virtual course provides you with simple, jargon-free, step-by-step guidance for transforming raw data into actionable insights. Register today and soon you'll be importing, sorting, transforming, summarizing and presenting your data like a pro!

Managers, salespeople, finance professionals, marketers — anyone who works with large amounts of data — will love this quick and easy guide to PivotTables, PowerQuery and PowerPivot.

*For an optimal experience with this course, we recommend using Microsoft Excel 365 and purchasing Tom Fragale's [Getting Great Results With Excel PivotTables, PowerQuery and PowerPivot](#) (sold separately).*

## Session 1

### Preparing Your Data for PivotTables

- Identify types of data that can be included in Excel PivotTables
- Demonstrate cleaning up data using PowerQuery
- Utilize PowerQuery to import data from different sources
- Merge queries to combine multiple datasets for comprehensive analysis

## Session 2

### Presenting Your Data

- Explain how to build a basic PivotTable in Microsoft Excel
- Sort and filter data within your PivotTable
- Use available calculations or create your own to analyze data
- Apply tools to make your PivotTable more visually appealing

## Session 3

### Consolidating, Summarizing and Improving Your PivotTable

- Summarize data from seconds to years, in any combination
- Create a PivotTable with data from multiple spreadsheets
- Activate the PowerPivot add-in to refine your PivotTable
- Leverage PowerPivot's reporting tools to generate insightful reports