



A 1-day intensive program on

Business Data Management with *PIVOT TABLE*

27 May 2009 | JW Marriott Hotel, Kuala Lumpur

OVERVIEW

Pivot table is one of the most powerful features of Excel, yet few users use them in their day-to-day activities. **PivotTable reports are especially well-suited for taking large amounts of data and summarizing it into useful reports.** For some, pivot tables have always been too intimidating and for others, pivot tables are still unknown. **With a little instruction and guidance, you will be able to use pivot tables to accomplish routine analysis and reporting that you have never ever thought of.**

This program will begin with basic pivot tables and progresses to advanced pivot table topics. Topics covered in this session will include drag and drop pivoting, grouping and ungrouping, calculated items and fields, pivot tables consolidated from multiple ranges, and pivot tables dynamically linked to external databases.

The class will be taught using Excel 2003 although similarities exist through Excel 2007

FOCUSING ON

- An Overview Of Pivot Tables
- Creating Pivot Tables
- Working With Pivot Table Components
- Analysing Multidimensional Data With Pivot Table

WHO SHOULD ATTEND

This program is suitable for :

- Anyone who want to learn how to use Excel pivot tables more efficiently and effectively,
- Experienced Excel users who have already used or want to use pivot tables for data analysis
- Any Excel users and developers who want to learn how to produce and automate summary reports from large blocks of data in a matter of seconds

METHODOLOGY:

- Lectures
- Case Exercises
- Practical Computer Hands-On Applications

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