

N: Excel to New Heights: Pivot tables

Excel webinar invitation!

We are excited to offer you an interactive micro-learning webinar that will provide knowledge on creating and using pivot tables.

1. Have you ever wondered how to use the Pivot table tool in Excel to reorganize and summarize data?
2. Would you like to know the steps to create a pivot table?
3. Would you like to learn about how to clean up your data for Pivot tables?

Who should attend?

All team members interested in expanding their ability to use Excel are welcome!

Webinar date and time

Monday, June 22, 10 a.m. to 11 a.m.

Register through I-Learn by browsing for: z4212
Excel to New Heights: Pivot Tables.



Objectives

The information shared in this course will help you use Excel to:

1. Explain how to use the Pivot table tool to reorganize and summarize selected columns and rows of data
2. Describe the steps for creating a Pivot Table
3. Discuss how data should appear to have successful Pivot Tables

Webinar access instructions

Access instructions will be provided via email by your instructor prior to the class.