

EXCEL 2016 AND PIVOT TABLES

Outline



CSU Bakersfield

Overall Aim:

This session aims to teach you how to create basic pivot tables using data from different sources.

Intended Audience

Any CSUB Faculty, Staff, or Student worker, who has access to Adobe Sign

Duration

Approximately 120 minutes

Format

Direct instruction, guided practice, and independent practice

Lesson Objectives

At the end of the session, the participants will be able to:

- Articulate the purpose of pivot tables
- Differentiate between tables and pivot tables
- Identify 5 ways to analyze data with pivot tables
- Create 5 basic pivot tables with different data
- Enhance your pivot tables for readability
- Perform custom sorts
- Apply filters and slicers
- Refresh data in pivot tables
- Change data sources

Reflective Questions

- When should I use a pivot table?
- How can I make my analysis more meaningful using pivot table?
- What data sources are available that I can use with pivot table?
- What are the 5 basic forms for pivot tables?
- What questions does my pivot tables answer?

Course Information

For more information about this class, please visit the Excel 2016 and Pivot Tables website:

<https://www.csub.edu/training/pgms/pvts/index.html>

Online Registration

Online registration is available through CSU Learn. For instructions on registering online, please refer to the [Registering for a Training Session](#) job aid.

Contact Information

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