

Excel 2016 and Pivot Tables

Session Outline

Session Summary:	In this session, you will learn how to create pivot tables using data from the Finance Data Warehouse, myCSUB, and a self-created table.		
Intended Audience:	Any CSUB Staff or Faculty		
Duration:	2 Hours	Format:	Presentation and Hands-On Activities
Prerequisites:	Familiarity with Microsoft Excel 2016 features and functions		
Objectives:	We cover: <ul style="list-style-type: none">• Tables versus Pivot Tables• Types of Pivot Tables• Pivot Table Environment• Custom Sorting• Enhancing Pivot Tables• Filters and Slicers		
Class Schedule:	For training schedule, please visit: Campus Training http://www.csub.edu/training/schedules/index.html		
Registration Information:	For registration, please use the Online Registration at: https://pstraining.csub.edu		
For More Information:	Contact: Tammara Sherman at 661-654-6919 or tsherman@csub.edu .		

