

## Microsoft Excel – Squeezing Information out of your Data

---

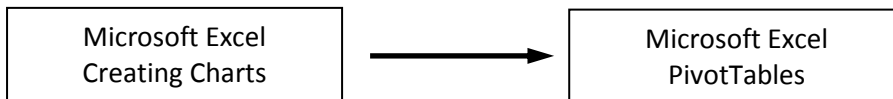
### Audience

If you want to extract information from your data in multiple ways so you can analyse the information you want, when you want and how you want, then this is the course for you. You may already have used PivotTables, or you may be totally new to them, but one thing is for certain, you need to make efficient use of the data you have quickly and easily. This course will show you how.

### Duration

2 hours

### Prior Learning Segment



You will already be creating tables of data in Excel, you will have worked with formulas and you will have efficient navigation skills within Excel. You will also have the skills stated in the learning outcomes for Ripped Orange's Microsoft Excel – Creating Charts course.

### Learning Scenario

All courses at Ripped Orange follow a real life scenario to assist in the learning process. During this course you will be assigned as an employee of a fictitious company.

### Key Learnings

- Create a PivotTable
- Manipulate a PivotTable
- Create a PivotChart
- Manipulate a PivotChart

### Learning Outcome(s)

At the end of this course you will be able to take your data and create customised views so you can see your extracted data. You will have the knowledge that enables you to master the skills of analysing, manipulating and displaying information using the PivotTable and PivotChart tools.

### Next Learning Segment

