



DATA CRUNCHING WITH PIVOT TABLES + POWERPIVOT

August 16, 2022 (Tuesday) 8.45 am – 5.00 pm

FMM Institute, Perak



Pivot Tables

Pivot tables are a hidden gem in Excel.

Many otherwise experienced spreadsheet fans avoid them because they seem too complicated

at first glance. The real problem is, pivot tables are rarely explained properly.

This advanced Pivot Tables and PowerPivot course is designed for those who want to use more complex functionality of Pivot Tables within Excel, including the PowerPivot add-in which allows you to import millions of rows of data from multiple data sources into a single Excel workbook, create relationships between heterogeneous data, create calculated columns and measures using formulas, build PivotTables and PivotCharts, and then further analyze the data so that you can make timely business decisions without requiring IT assistance.

....OBJECTIVES...

Upon completion of the training, participants should gain renewed confidence in applying the skills and able to:

- Create and modify existing Pivot Tables in Excel
- Work with calculated fields and summary tools
- Analyze multiple data sources with the PowerPivot add-in
- Automate Pivot Tables with macros.

....WHO SHOULD ATTEND...

Those who desire to pursue to use Pivot Tables in Excel.

....PREREQUISITES...

Participants must have some basic spreadsheet skills, eg. Simple formula setting, worksheet formatting etc.

....COURSE CONTENTS...

BASIC PIVOT TABLE REVIEW

- What is a Pivot Table?
- Preparing your data
- Limitations of using Pivot Table
- Terminology
- Pivot Cache
- Data Rules before Pivot Table

PIVOT TABLE PROPERTIES

- Dynamic data ranges
- Dealing with zeros
- Data drill down
- Refresh Pivot Table data on file open
- Moving a Pivot Table

PIVOT TABLE VIEWS

- Manually sorting data
- Grouping fields
- Working with slicers
- Working with timelines (2013 only)
- Conditional Formatting
- Comments in Pivot Table
- Format as Tables

SUBTOTALS AND SUMMARISING

- Manipulating display of totals
- Advanced value field settings

PIVOT TABLE CALCULATIONS

- Calculated fields
- Problems with calculated fields
- Calculated items
- GETPIVOTDATA function

POWERPIVOT

- Installing PowerPivot (2010)
- Activating PowerPivot (2010/2013)
- Understanding PowerPivot
- Importing a text file into PowerPivot
- Copying data into PowerPivot
- Creating Relationships between data
- Create a Pivot Table in PowerPivot

MACROS WITH PIVOT TABLES

- Introducing macros
- Recording Pivot Table macros
- Tidying and refining recorded macros

Enquiries – please contact

Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar

☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmmperak@fmm.org.my

....TRAINER...

MS KAREN CHEAH an MBA holder majoring in Computer Studies. She has more than 12 years experience in training corporate staff. She is also an expert in MS Office, UBS Accounting and Chinese Star. Besides these, she is proficient in many programming languages such as PHP, Visual Basic, Coldfusion, SQL etc where she can develop either business or Web application. Many working adults consult her on how to solve and speed up their office tasks by using common application software.

MS KAREN CHEAH has been conducting trainings for FMM Perak Public & In-house courses in MS Office (Excel, Word, PowerPoint, Access & Publisher) since 2008.

**Closing Date:
AUGUST 9, 2022**

....COURSE DETAILS...

Date **August 16, 2022 (Tuesday)**
Time **8.45am - 5.00pm**
Venue **FMM Institute Perak
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak**
Medium of Instruction **English**
Fees : **Members RM530.00/pax** **Non-Members RM689.00/pax**
(Fees inclusive of Service Tax at 6%, Notebook Facilities, Course Materials, Refreshment, Lunch and Certificate of Attendance)

....ADMINISTRATIVE DETAILS...

HRD CORP CLAIMABLE COURSE DETAILS

- Training Provider: **FMM Institute Perak**
- MyCoID : **475427W_PERAK**
- HRD Corp Programme No: **Provided upon confirmation**

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed as confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100% is a must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

~ Registration Form ~

DATA CRUNCHING WITH PIVOT TABLES + POWERPIVOT

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

	Name	Designation	NRIC
1.			
2.			
3.			

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name: _____ Designation: _____

Company: _____ Tel: _____ Fax: _____

Address: _____

Email: _____ FMM Membership No _____