

Réf : En\_EB31-734

# Excel (2024 and Microsoft 365 versions)

Analysing data: data tables and pivot tables

## Aim

*This course aims to enable you to better exploit your data tables and to create pivot tables. After taking this course, you will be able to easily manage data tables and pivot tables.*

## Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

## Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

## Estimated time

to complete the essential modules

1 h 45  
(the video sequences last 2 to 5 minutes, on average)

## Course content

### ► The essential modules

#### Excel (2024 and Microsoft 365 versions) – Data tables



MEDIAplus  
eLearning

This module offers interactive training consisting of 8 training videos and 8 exercises.

#### **Database functionality with an Excel table - Theme**

- Creating and managing a data table
- Presenting and sorting data in a data table
- Adding calculations to a data table
- Filtering data
- Filtering using slicers
- Text, date and number filters
- Removing duplicates
- Data sorting and filtering functions

## Excel (2024 and Microsoft 365 versions) – Pivot tables



MEDIAplus  
eLearning

This module offers interactive training consisting of 13 training videos and 13 exercises.

### **Set your data from a different angle: pivot tables and charts – Theme**

- Creating pivot tables
- Editing a pivot table's fields and labels
- Adding calculations and managing totals in pivot tables
- Changing a pivot table's source
- Selecting, copying, moving or deleting in pivot tables
- Pivot table layout and printing
- Formatting pivot tables
- Filtering pivot tables
- Filtering with slicers
- Creating pivot tables based on several tables
- Adding calculated fields or elements
- Grouping data
- Pivot charts

### ► **Complementary material**

## Excel (2024 and Microsoft 365 versions) – Table creation basics



MEDIAplus  
eLearning

This module offers interactive training consisting of 27 training videos and 27 exercises.