

Resources for PivotTables

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Printable Job Aids

Advanced Excel Handbook (Zangle)

Pages 20-40 for pivot tables

http://www.sandi.net/zangle/readandlearn/handbooks/advanced_excel_handbook_v2.0.pdf

Create a PivotTable Report

<http://office.microsoft.com/assistance/hfws.aspx?AssetID=HP051995561033&CTT=3&Origin=HA010346321033&Client=1>

PivotTable 101

<http://office.microsoft.com/assistance/hfws.aspx?AssetID=HA010346321033&CTT=6&Origin=EC010272491033>

On-Line Courses

Zangle Excel Course

<http://www.sandi.net/zangle/readandlearn/elearning/index.asp>

Learn beginning and advanced techniques in Excel and how to use it efficiently and effectively with Zangle FrontOffice & Gradebook.

Short Course on PivotTable I: What's so great about PivotTable reports?

<http://office.microsoft.com/training/training.aspx?AssetID=RC010136191033>

After completing this course you will be able to:

- See why the PivotTable feature is so useful
- Make sense out of data by creating a PivotTable report

Pivot Table II: Swing into action with PivotTable reports

<http://office.microsoft.com/training/training.aspx?AssetID=RC010286901033>

After completing this course you will be able to:

- Check your source data to ensure that it's correctly organized for good PivotTable report results.
- Figure out which data to put in the row, column or page areas on the report layout.
- Change the order in which items are sorted.
- Update the PivotTable report whenever the source data is revised.
- Change the type of calculation Excel uses to summarize data.