

Table of Content

Module 1: PivotTable – Creation

- Creating a PivotTable from a Data Range
- Adding Fields to the PivotTable
- Creating a PivotTable from a Table
- Creating a PivotTable with Recommended PivotTables

Module 2: PivotTable – Fields

- PivotTable Fields Task Pane
- Moving PivotTable Fields Task Pane
- Resizing PivotTable Fields Task Pane
- PivotTable Fields

Module 3: PivotTable Layout - Fields and Areas

- Exploring Data with PivotTable
- Summarizing Values
- Updating a PivotTable
- PivotTable Reports

Module 4: PivotTable – Areas

- COLUMNS
- VALUES
- FILTERS

Module 5: PivotTable – Exploring Data

- Sorting and Filtering Data
- Nesting, Expanding and Collapsing Fields
- Grouping and Ungrouping Field Values

Module 6: PivotTable – Sorting Data

- Sorting on Fields
- Sorting on Subtotals
- More Sort Options
- Sorting Data Manually

- Setting Sort Options
- Points to consider while sorting PivotTables

Module 7: PivotTable – Filtering data

- Report Filters
- Manual Filtering
- Filtering by Text
- Filtering by Values
- Filtering by Dates
- Filtering Using Top 10 Filter
- Filtering Using Timeline
- Clearing the Filters
- Filtering data using Slicers
- Inserting Slicers
- Filtering with Slicers
- Clearing the Filter in a Slicer
- Removing a Slicer
- Slicer Tools
- Slicer Caption
- Slicer Settings
- Report Connections
- Selection Pane
- PivotTable – Nesting
- Nesting Order of the Fields
- Changing the Nesting Order

Module 8: PivotTable – Tools

- ANALYZE Commands
- Expanding and Collapsing a Field
- Grouping and Ungrouping Field Values
- Grouping by a Date Field
- Active Value Field Settings

- PivotTable Options

Module 9: PivotTable – Summarizing Values

- Sum
- Value Field Settings
- % of Grand Total
- % of Column Total
- % of Row Total
- Count
- Average
- Max
- Min

Module 10: PivotTable – Updating Data

- Updating PivotTable Layout
- Refreshing PivotTable Data
- Changing the Source Data of a PivotTable
- Changing to External Data Source
- Deleting a PivotTable

Module 11: PivotTable – Reports

- Hierarchies
- Report Filter
- Slicers
- Timeline in PivotTable
- DESIGN Commands
- Grand Totals
- Report Layout
- Blank Rows
- PivotTable Style Options
- PivotTable Styles
- Conditional Formatting in PivotTable
- Pivot Charts

Module 12: Introduction to VBA Macros

- Recording of Macros
- Macro Securities
- Editing of Macros
- Assigning Macros to different controls

Integrating ChatGPT with Microsoft Excel:

Pre-requisites: MS Office 2021 and above

Module 1: Macros

- Introduction to Macros
- Introduction to VBA
- Writing VBA Code to run the Macros

Module 2: Generating API Keys

- How to generate API Keys from ChatGPT

Module 3: Embedding API Key in Visual Basic

- How to add API Key in Visual Basic

Module 4: Customising the Quick Access Toolbar

- Adding ChatGPT icon to the Quick Access Toolbar
- Generating results through ChatGPT icon

Microsoft Copilot for Excel