

Excel PivotTables in 60 Minutes

Transform Raw Data into Meaningful Business Insights

1-Hour Practical Workshop

Data is only valuable when it can be transformed into actionable information. Excel PivotTables are one of the most powerful features available to business users, enabling rapid analysis of large datasets without the need for complex formulas or advanced reporting tools.

This practical one-hour workshop is designed for professionals who need to summarize, analyze, and report on business data quickly and confidently. Participants will learn how to create PivotTables, explore data from different perspectives, identify trends, and generate professional reports that support informed decision-making.

Whether you work in administration, finance, sales, operations, HR, or management, PivotTables can significantly reduce the time spent creating reports while improving the quality of insights.

Target Audience

This workshop is ideal for:

- Administrative Professionals and Executive Assistants
- Managers and Team Leaders
- Finance and Accounting Staff
- HR Professionals
- Sales and Operations Teams
- Anyone responsible for reporting and data analysis in Excel

Learning Outcomes

By the end of this workshop, participants will be able to:

- Create PivotTables from Excel datasets
 - Summarize thousands of records in seconds
 - Analyse trends and performance across categories
 - Filter and group information effectively
 - Use slicers to build interactive reports
 - Produce clear and professional management reports
 - Reduce reliance on complex formulas and manual calculations
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Duration & Cost

Duration: 1 Hour

Cost: \$150+GST per person

Prerequisites

Participants should have a basic understanding of Excel, including working with worksheets, tables, and simple data sorting and filtering.

What You Will Learn

Understanding PivotTables

Discover why PivotTables are considered one of Excel's most valuable business tools and learn how they can simplify reporting and data analysis.

Business Outcome

Reduce the time spent manually summarizing and analysing large volumes of data.

Creating PivotTables from Business Data

Learn how to quickly convert raw spreadsheets into dynamic reports that can be reorganized and analysed in seconds.

Business Outcome

Generate professional reports without creating complex formulas.

Summarising and Analysing Information

Explore techniques for calculating totals, counts, averages, percentages, and identifying trends within your data.

Business Outcome

Gain faster access to meaningful insights that support better business decisions.

Filtering, Grouping and Exploring Data

Learn how to focus on specific information, group data by date and category, and create interactive reports using filters and slicers.

Business Outcome

Answer business questions quickly and adapt reports to different audiences and requirements.

Best Practices for Efficient Reporting

Discover practical tips for maintaining reliable PivotTables, refreshing reports, and avoiding common mistakes.

Business Outcome

Create accurate, repeatable reporting processes that save time and improve confidence in your data.

Workshop Format

This highly practical workshop includes live demonstrations, guided activities, and hands-on exercises using realistic business datasets. Participants will leave with techniques they can immediately apply to workplace reporting and analysis tasks.

Software Solutions

PivotTables enable business users to turn large volumes of data into meaningful insights quickly, helping organisations make better decisions while saving valuable reporting time.