



Microsoft Excel 2016: Pivot Tables in Depth

**Want to learn more about creating and modifying
Excel Pivot Tables?**

**This daylong workshop covers many of the more
advanced features of Excel Pivot Tables and allows you
to take your Pivot Tables to the next level.**

This class is intended for students who are comfortable with Excel basics would like to create and customize Excel Pivot Tables and Charts. You will learn to create Pivot Tables and manage calculations with Value Field Settings and Field Setting, use Filters, Slicers and Timelines on a Pivot Table, format Pivot Tables using the Design Tab, filter and group items and create Calculated Fields and Calculated items.

******Students must purchase Pivot Tables in Depth for Microsoft Excel 2016 by Suljan Qeska
ISBN: 9781973401469 (cost on Amazon for approximately \$14.00) and bring a flash drive
to store data files.**



Registration Code: SFAP-1550-T0601

Date: Friday, May 15, 2020

Time: 8:30 am - 3:00 pm

Fee: \$100

Location: Auburn Hills Campus
2900 Featherstone Rd., Auburn Hills
M-TEC Building, Room 235
½ hour for lunch, bring your lunch

Register online at www.oaklandcc.edu/ce
or call **248.232.4167 / 248.232.4150**



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