

# Excel 2010 - PowerPivot

## Course Overview

In this course, students will make use of the PowerPivot add-in to import data from various sources and create a dynamic report.

## Who Should Attend

This course is for students with a sound working knowledge of Microsoft Excel 2010 and general computing proficiency, including those who will be using Excel to make business decisions.

## Course Objectives

Upon successful completion of this course, students will be able to:

- become familiar with the PowerPivot application and import data.
- manipulate data in a PowerPivot worksheet.
- create reports using PowerPivot data.
- use DAX functions in PowerPivot.
- distribute PowerPivot Data.

## Course Outline

### 1 Getting Started with PowerPivot

Explore the PowerPivot Application  
Import Data from Various Data Sources  
Refresh Data from a Data Source  
Create Linked Tables

### 2 Manipulating PowerPivot Data

Organize and Format Tables  
Create Calculated Columns  
Sort and Filter PowerPivot Data  
Create and Manage Table Relationships

### 3 Creating PowerPivot Reports

Create a PivotTable  
Create PivotCharts  
Filter Data Using Slicers  
Present PivotTable Data Visually

### 4 Using DAX Functions in PowerPivot

Manipulate PowerPivot Data Using DAX Functions  
Extract Data from Tables Using Functions  
Work with Time Dependent Data

### 5 Distributing PowerPivot Data

Protect Reports  
Save Reports in Different File Formats

This is a 1-day class

