

Learn how to create Pivot Tables quickly and easily with this step-by-step guide! This book contains several basic, intermediate, and advanced Pivot Table examples with screenshots demonstrating how to: Organize and summarize data Format results Insert Pivot Charts Display averages & percentages Group data into predefined ranges Rank results Insert calculated fields In addition to the above, you will also learn how to create and update a basic Dashboard using Pivot Table data. A great resource for: Business Analysts Data Analysts Financial Analysts Administrative and Support staff Imagine the time you'll save by not having to search the internet or help files to learn the most practical ways of using of Microsoft® Excel®! Book 2 in The Microsoft Excel Step-By-Step Training Guide Series Book 1 - The Step-By-Step Guide To The 25 Most Common Microsoft Excel Formulas & Features Book 2 - The Step-By-Step Guide To Pivot Tables & Introduction To Dashboards Book 3 - The Step-By-Step Guide To The VLOOKUP formula in Microsoft Excel Book 4 - The Microsoft Excel Step-By-Step Training Guide Book Bundle

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