
TABLE OF CONTENTS

Introduction	v
Chapter 1: Preparing the Data for an Excel Pivot Table	1
What Is Data?	2
Importing Data from External Data Sources into Excel	9
Using Power Query to Create Calculations	34
Summary	43
Chapter 1: Test Your Knowledge	45
Chapter 1: Solutions and Suggested Responses	47
Chapter 2: Summarizing and Presenting Data with a Pivot Table	49
What Is a Pivot Table?	49
Making a Pivot Table from Scratch	50
Using Recommended PivotTables and Analyzing Data	60
Making the Pivot Table Look Better	62
Summary	71
Chapter 2: Test Your Knowledge	73
Chapter 2: Solutions and Suggested Responses	75
Chapter 3: Using Calculations in Pivot Tables	77
Using Built-In Calculations in Your Pivot Table	77
Creating Custom Calculations	91
Refreshing Values on the Pivot Table	101
Summary	108
Chapter 3: Test Your Knowledge	109
Chapter 3: Solutions and Suggested Responses	111
Chapter 4: Sorting and Filtering the Pivot Table	113
Sorting the Pivot Table	113
Filtering the Pivot Table	124
Summary	144
Chapter 4: Test Your Knowledge	145
Chapter 4: Solutions and Suggested Responses	147
Chapter 5: Making the Pivot Table More Visual with Charts	149
Creating a Chart from a Pivot Table	149
Managing and Modifying Chart Elements	156
Creating and Managing a Pie Chart	168
Creating a Combo Chart	171
Creating and Using Chart Templates	173
Summary	175
Chapter 5: Test Your Knowledge	177
Chapter 5: Solutions and Suggested Responses	179

Chapter 6: Summarizing Data by Date and Time	181
Summarizing a Pivot Table by the Built-In Date Periods	181
Summarizing the Pivot Table Using Custom Date Calculations	192
Summary	200
Chapter 6: Test Your Knowledge	201
Chapter 6: Solutions and Suggested Responses	203
Chapter 7: Creating a Pivot Table from Multiple Spreadsheets	205
Creating a Pivot Table from Multiple Ranges Using the PivotTable Wizard	205
Creating a Pivot Table Using the Data Model	210
Summary	220
Chapter 7: Test Your Knowledge	221
Chapter 7: Solutions and Suggested Responses	223
Chapter 8: Improving a Pivot Table with Power Pivot	225
Activating the Power Pivot Add-In	225
Using the Power Pivot Add-In	227
Summary	244
Chapter 8: Test Your Knowledge	245
Chapter 8: Solutions and Suggested Responses	247
Chapter 9: Pulling It All Together: Creating a Dashboard from Pivot Tables	249
Looking at a Finished Dashboard	249
Creating Your Own Dashboard	251
Working with Form Controls, Macros, and VBA Code	255
Adding Finishing Touches to Your Dashboard	268
Summary	272
Chapter 9: Test Your Knowledge	273
Chapter 9: Solutions and Suggested Responses	275
Glossary	277
Index	278
Final Exam Copy	282