Human Resources Training Committee
Spring 2016
Professional Development Seminar Series

MS Excel Pivot Tables

Pre-requisite: Microsoft Excel Basics

Program: What are Pivot Tables and why would I use one? Pivot Tables allow you to quickly summarize and analyze large amounts of data in lists and tables--independent of the original data layout in your spreadsheet--by dragging and dropping columns to different rows, columns, or summary positions. Example: If you have a spreadsheet that tracks student or employee information such as graduation/year hired, Gender and Department, by using a Pivot Table you would be able to quickly identify how many employees where hired within a date range and how many of those employees are Males or Females. In this session you will learn: 1.) How to create a basic Pivot table, 2.) When to use a Pivot table, 3.) The anatomy of a Pivot table, 4.) How to customize a Pivot table, 5.) Using calculations in a Pivot table

Presenter: Tricia Chuplis, College of the Holy Cross

Date: Tuesday, March 8, 2016

Time: 9:00 a.m. to 11:00 am

Place: Holy Cross, Hogan Campus Center room 410

Note: Space is limited to 13 participants.

Register by noon on Monday, February 29, 2016 at:

http://www.heccma.org/professionaldevelopment/technical-trainings