

Microsoft Power Pivot 365 Level 1 Course Outline

Duration: 1 Day

Master the advanced capabilities of Microsoft Power Pivot, a free Excel add-in that combines PivotTable functionality with powerful data modelling. This Power Pivot 365 Level 1 training course will help you navigate the interface, manipulate large datasets, create data visualisations with DAX functions, and distribute your reports effectively.

What You'll Learn

- Navigate the Power Pivot interface and import data from various sources
- Manipulate and organise data with calculated columns and table relationships
- Create PivotTables, PivotCharts, and KPIs for impactful reporting
- Use DAX functions to analyse and extract meaningful insights from your data
- Distribute Power Pivot reports in multiple formats for easy sharing

Course Prerequisites

This course is designed for those with a solid Excel foundation. To make the most of the training, we recommend:

- **Basic computer skills:** Familiarity with Windows-based systems
- **Proficiency in Excel:** Comfort with the Excel interface, formulas, functions, and PivotTables
- **Interest in data analysis:** A desire to explore advanced Excel tools for data modelling

Full Course Outline

Getting Started with Microsoft Power Pivot

Enable and navigate Power Pivot
Import data from various sources
Refresh data from a data source
Create linked tables

Manipulating Power Pivot Data

Manage tables
Create calculated columns
Sort and filter Power Pivot data
Create and manage table relationships

Creating Power Pivot Reports

- Create PivotTables
- Create PivotCharts
- Create key performance indicators (KPIs)
- Filter data using slicers
- Create sparklines
- Apply conditional formatting

Using DAX Functions in Power Pivot

- Manipulate Power Pivot data using DAX functions
- Extract data from tables using functions
- Work with time-dependent data

Training Benefits

Comprehensive training materials: Access detailed notes and exercise files for future reference.

Post-training support: Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

Certificate of completion: Celebrate your achievement with a certificate that recognises your effort and skills.

Practical learning environment: Experience hands-on training designed to build confidence and inspire trust.