

## Microsoft Excel: Pivot Tables

8 Hrs

This course covers specific features of Microsoft Excel for business users. Participants will gain hands-on experience with pivot tables and pivot charts. Open to users with fundamental understanding of excel functions and excel operations, this class will equip attendees with the tools to work smarter with data, whether managing a budget or analyzing trends.

### Course Topics Include:

1. Introduction to Pivot Tables:
  - a. What is a Pivot Table and when to use it
  - b. Creating a Pivot Table from a data set
  - c. Understanding the Pivot Table Field List
  - d. Rearranging fields: Rows, Columns, Values, and Filters
2. Customizing Pivot Tables:
  - a. Sorting and filtering data within Pivot Tables
  - b. Grouping data (e.g., dates, numbers, categories)
  - c. Using calculated fields and items
  - d. Formatting Pivot Table layout and style
3. Pivot Table Analysis Tools:
  - a. Refreshing & updating Pivot Tables
  - b. Using slicers and timelines for interactive filtering
  - c. Drilling down into data
  - d. Creating Pivot Table templates
4. Introduction to Pivot Charts:
  - a. Creating Pivot Charts from Pivot Tables
  - b. Customizing chart types and layouts
  - c. Filtering and interacting with Pivot Charts
  - d. Best practices for visualizing data with Pivot Charts

### Upon completion of this course, participants will be able to:

- Create and configure Pivot Tables to summarize and analyze large data sets
- Customize Pivot Table layouts, formats, and calculations for clearer insights
- Use filters, slicers, and grouping to explore data dynamically
- Build Pivot Charts to visually represent trends and comparisons
- Refresh and maintain Pivot Tables and Charts as data changes
- Apply best practices for presenting data-driven insights effectively

**Employee Training Institute instructor Benjamin Smith** is a seasoned Program Manager backed by a decade of experience in training and a career primarily focused on aerospace and manufacturing industries. He specializes in technical development of electrical and mechanical systems, production troubleshooting, and data management of key performance indicators in quality and microelectronic assembly. Benjamin brings a wealth of experience in improving employees' abilities in Excel, Word, Outlook, PowerPoint, MS Project, and Electronic Testing. Leveraging his teaching experience and industry background, Benjamin is always excited about introducing new approaches to simplifying complex concepts into easily digestible information.

**Employment Training Panel (ETP) Cost: \$100.00 per employee\***

**Non-ETP COST: \$290.00**

#### WHEN:

**Thursdays**  
**July 16, 2026 AND July 23, 2026**  
**5:00 pm – 9:00 pm**

#### WHERE:

**College of the Canyons - Room TBA**  
**26455 Rockwell Canyon Road**  
**Santa Clarita**

**For more information or to register, please contact:**

**Jocey Hogan, ETI Program Coordinator at 661.362.5657 or [jocey.hogan@canyons.edu](mailto:jocey.hogan@canyons.edu)**

\*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$100 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.