



Excel – Lists & PivotTables

Lists

- What is a List?
- Lists Creation Rules
- Sort Data in Lists
- Filter Data in Lists
- Add Subtotals to Data in Lists
- Apply Conditional Formatting
- Why and when to use the Format Table feature
- How and when to unFormat as Table

PivotTables

- What is a PivotTable and when to use them
- Create a PivotTable
- Filter a PivotTable
- Modify a PivotTable
- Refresh a PivotTable
- Change a PivotTable's Data Source
- PivotTable Format Options
- Insert and Format PivotTable Slicers
- Create a PivotChart