



# Office Productivity Training

*Helping your employees work smarter, not harder*

## Excel 2013 Level 3

### Pivot Tables and Filtering

#### Module 1

- Creating a Database
- Sorting Records
- Filtering Data

#### Module 2

- Working with Tables
- Converting Cells to a Table
- Working with Subtotals
- Working with the Outline View

#### Module 3

- Using a Recommended PivotTable
- Manually Creating a PivotTable
- Filtering the PivotTable
- Working with Totals
- Creating a Pivot Chart

#### Module 4

- Creating Scenarios
- Creating Scenario Summary Reports
- Consolidating Data
- Importing/Exporting Data