

# Power Pivot, Part 2 of 5: Basic Concepts

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**Meet the expert:** Doug Ortiz is an independent consultant whose skillset encompasses multiple platforms including .NET, SharePoint, Office, SQL Server, and Business Intelligence. Doug has a master's degree in relational databases and over 20 years of experience in IT, over half of which have been within .NET and SharePoint. His roles both in and outside of SharePoint have ranged from architecture, implementation, administration, disaster recovery, migrations, development, and automation of information systems.

**Prerequisites:** This course assumes that the users have an understanding of Microsoft Excel and how databases function. The user should have already viewed the Power Pivot: Data Models course before viewing this course.

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**Course description:** In this course we'll start looking at the visual differences between Power Pivot 2010 and 2013. Then move into creating our first Power Pivot Workbook and Pivot Table. Next we will look at how to format Pivot Tables, explain the differences between Calculated Fields and Columns and then how to hide and refresh our data. Then we will look at basics such as: filtering, exploring, relationships, perspectives, slicers and drill through.

## Course outline:

### Creating a PowerPivot

- Introduction
- Visual Differences
- Power Pivot Ribbon Tabs
- Home Ribbon Tab
- Design Ribbon Tab
- Advanced Ribbon Tab
- Creating our first Workbook
- Creating a Data Connection
- Demo: Creating a Workbook
- Creating a Table
- Demo: Creating a Table
- Summary
- Demo: Filters
- Quick Explore
- Demo: Quick Explore
- Relationships
- Demo: Relationships
- Perspectives
- Demo: Perspectives
- Slicers
- Demo: Slicers
- Demo: Slicers – Timelines
- Drill Through
- Demo: Drill Through
- Summary

### Formatting

- Introduction
- Formatting
- Demo: Formatting
- Demo: Formatting (cont.)
- Calculated Fields
- Demo: Calculated Fields
- Calculated Columns
- Demo: Calculated Column
- Hiding and Refreshing Data
- Demo: Power Pivot Hide Data
- Demo: Power Pivot Refresh Data
- Summary

### DataSet

- Introduction
- Filters
- Filters (Cont)