

Excel to Pivot Tables

in 8 weeks with Percipio Labs

Notes:

Goal: Build working confidence with Formulas, Data structure, Pivot tables

Track: Things I learned each week & One thing I can now do faster.

Weekly Routine (1 hour total):

- 30 minute Course or module
- 30 minute Lab (this is an important tool to reinforce learning!)

Sanity Checks to Stay on Track

- Don't try to complete labs
- Instead: redo the same lab 2-3 times and change small things each time

Weeks 1-2: Foundations + Formula

Labs to use in Percipio:

- Any Excel Basics lab
- Any Formulas/Functions lab

Focus:

- SUM, AVERAGE, COUNT
- Basic formatting, sorting

Success: you can edit formulas inside the lab without hesitation.

Things I learned:

1 thing I can now do faster:

Weeks 3-4: Functions + Data Handling

Use labs in Percipio covering:

- IF statements
- Lookup functions (XLOOKUP/VLOOKUP)

Focus:

- Understanding how data connects

Success: you can follow and slightly modify lab exercises.

Things I learned:

1 thing I can now do faster:

Weeks 5-6: Pivot Tables (core goal phase)

Use:

- Beginner Pivot Table lab(s)

Focus:

- Creating pivot tables
- Moving fields (rows, values, filters)

Success: you can rebuild the lab pivot table without step-by-step guidance.

Things I learned:

1 thing I can now do faster:

Weeks 7-8: Apply + Repeat

Use:

- Intermediate labs OR repeat earlier ones

Focus:

- Repetition- this is where skill sticks!

Success = you can:

- Build a pivot table from scratch in the lab environment
- Explain what each section does