* Pivot Tables: Often referred to as summary reports, useful for making calcs with conditions or criteria.
  + Alt – n – v (in succession)
  + Choose any cell within the table, choose where to place the pivotable
  + Move ‘features’ by their corresponding uses (filtering, values, columns, etc.)
  + Ensure naming conventions in pivot table are correct via ‘report layout’, ‘tabular form’
  + Change number via right-clicking the pivot table and choosing ‘number formatting option’
  + We must REFRESH the PivotTable for new or changes in data.
  + Types of PivotTables:
    - Standard PivotTables:
      * Use when you have about 50,000 rows of data or less
      * Use when you have one Proper Data Set.
      * Use if you don’t mind applying Number Formatting every time a PivotTable calculation is made
      * If the standard calculations are sufficient
    - Data Model PivotTables:
      * Good for 2 reasons with larger datasets:
        + File size is reduced when Data is in Data model
        + Easily build reports from millions of rows of data.
      * Great when you have more than one Proper Data Set as the source Data.
      * Has more options for calculations than a Standard PivotTable.
* Dashboard: One location where we can present the information we create in a neat and organized manner.
* Dashboard can be refreshed.
* Dashboard should provide information that we can make decisions from.
* Inside a Dashboard we can use slices to filter our pivotable data
* Slicing
  + PivotTable Analyze, choose ‘insert slicer’
  + Use whatever criteria you want to filter by, choose theme, resize cells and shape as necessary.
  + Useful for dashboards and aesthetics