

Excel - Pivot Tables & Charts



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Introduction

PivotTables and the graphical representation of PivotTable data, known as PivotCharts, are both extremely powerful tools to analyze data in nearly infinite ways. For example, given a table of sales data, you could report on the following:

- Top categories by sales total
- Top categories by dollar total
- Top categories by region
- Sales of specific products by region
- Sales of specific products by category
- Items sold where they will
- And more

All of this can be done easily and in near real-time using PivotTables and PivotCharts. Data can even be moved to other locations, such as to an Access or SQL Server database. Once gathered and analyzed, this data can be shared with others in multiple ways throughout an organization.

This guide is an introduction to the PivotTable and PivotChart information in the *Charts & Tables* section of the *Microsoft QuickStudy* guide. As such, material will not be duplicated from that guide but rather will build on the material presented there. This guide will also only discuss Excel 2010, though much of the content and steps listed here apply to other versions as well.

NOTE: All the steps listed in this guide assume that your cursor is in the PivotTable where you start.

Common PivotTable Tasks

PivotTables provide a mechanism for taking sets of detailed data and summarizing it in two or three dimensions: rows, columns, and optionally, sheets. This feature is among the most powerful tools in Excel and makes data analysis fairly simple. It is important to note that the source data for all the examples and screen shots in this guide is listed here:

Layouts to Which to Use Them

There are three layouts in Excel: Compact, Outline, and Tabular. Each of these layouts displays the data a little differently but offers views of the exact same information. Many of the features of each view are the same, but the presentation is different. The following three sections have different options listed to their respective sections and show the three layouts.

Compact

Compact was introduced in Excel 2007 and has been the default view since. In this view, if there are multiple levels of data, Excel will collapse them into a single column or row in the source data here.

1. **Summarize all Values:** This will describe the function (total) and the field (summed Price) used to calculate all the numbers displayed.
2. **+ and - (Total):** The + sign is used to expand a category (total) that has subcategories that are also expanded and the - sign to collapse it.
3. **Summarized Data:** Data is grouped by description, then by year, then by the quarter the data was made. All three of these levels are represented in a single column in this example, column A.
4. **Grand Totals:** The total of all data we filtered is displayed in the last row and last column.
5. **Manual Filters:** The Manual Filter button  allows you to display or hide some of the categories in this example, show or hide subcategories. By default, every category subcategory is filter in a separate column. The arrow beside the region Row Labels is also a manual filter for the rows and works in a similar fashion.
6. **Subtotals:** Data is subtotaled by description, then by year, then by the quarter the data was made. Subtotals are displayed on the top of the data (ROW) on the description or year line, but on the bottom of the data.

7. **PivotTable Field List:** Displays the fields in the table and allows fields to be added or removed by dragging and dropping them into the bottom of the page or between the boxes at the bottom. The order of fields can also be modified within each box (ROW, COLUMNS) or view different data relationships.

Outline

Outline layout places each field in a separate row or column. Data can be expanded or collapsed or will filter to any layout, but shows if all the data in the column is collapsed, the column will still be there (not blank). Notice also that this layout shows a manual filter drop-down arrow beside each field that can be filtered. Subtotals are at the top of the data, as they are in Compact layout. In this screen shot, repeated data was displayed (then Compact - Display in Outline to cells A2:A12). Instead of three cells being blank as they were in the Compact layout.

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WJ Hussar



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guide focuses on creating and using pivot tables efficiently and effectively in Excel Whether you are a beginner or experienced user pivot tables offer flexibility while doubling down on Excel s power Curtis Frye author of multiple books on Excel creator of many LinkedIn Learning videos and an experienced corporate trainer uses his experience and knowledge to cover the most relevant use of pivot tables at different levels of complexity As a corporate trainer seeing what beginners need to start using pivot tables and what those with some pivot table skills can do to harness more power brings value to this targeted reference at an unbeatable price Look for Excel 365 and Excel 365 Tips and Tricks QuickStudy guides to have a solid power user reference set

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Pivot a PivotChart
Filter a PivotChart by Selection by Rule
Apply a Style to a PivotChart
Change a PivotChart s Layout
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Add a Trendline to a PivotChart
Move a PivotChart to Another Worksheet to a Chart Sheet
Apply a Quick Layout to a PivotChart
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Format a PivotChart Data Series
Format One Value in a PivotChart Data Series
Add an Annotation to a PivotChart
Format a PivotChart Annotation

Printing PivotTables
Print a PivotTable
Print Headers at the Top of Each Printed Page
Print Each Item on Its Own Page
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Enabling Adding Tables to the Data Model
Create a Relationship between Two Tables
Create a PivotTable Using the Data Model
Work with a PivotTable Created Using the Data Model
Edit a Table Relationship
Deactivate Activate
Delete a Relationship
Filtering PivotTables Using Timelines
Create a Timeline
Filter a PivotTable Using a Timeline
Format a Timeline
Clear a Timeline
Filter

Remove a Timeline **Source.Fall.2010** , *Microsoft Excel 2000 - Illustrated Brief* Elizabeth Eisner Reding,1999-05-31
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you really need is real world guidance how to prep your project before touching your PC which Project tools work best and
which ones to use with care This book explains it all helping you go from project manager to project master Get a project
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instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and
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features and views and transfer info directly between Project and other programs **Excel for Windows 95 Made Easy**
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users with the fundamentals as well as explain the more advanced aspects of this new version **Microsoft Excel 2000**
Elizabeth Eisner Reding,Tara Lynn O'Keefe,1999 Part of the Illustrated Series this text offers a quick visual step by step
approach for learning basic to intermediate features of Microsoft Excel 2000 eBay Top 100 Simplified Tips & Tricks Julia
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