

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 salespeople by sales total
- Top salespeople by dollar total
- Top salespeople by region
- Sales of specific products by region
- Sales of specific products by salesperson
- 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 stored in other locations, such as in 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 of the PivotTable and PivotChart information in the *Charts & Dashboards Quick Study* 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 formats 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 Sales) used in calculation of the number 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 not 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 (Layout):** Displays the fields in the table and allows fields to be added or removed by dragging and dropping them into the bottom of the pane 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 hide in any layout, but even 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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Sebastian Brünink



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Excel: Pivot Tables and Charts John Hales,2011-05-31 Among the many data analyzing features to be found in Microsoft s Excel software PivotTables and PivotCharts are two of the most useful Find out how they can work for you with our jam packed 3 panel guide which features step by step instructions and full color screen shots for easy reference [Excel 2013 Pivot Tables & Charts](#) BarCharts, Inc.,John R. Hales,Matt Smith,2014 *Computer hardware, Ubuntu Linux, Windows 10, Internet Introductions* Lalit Mali,2017-03-07 This book will help its readers to know more about the basics of computer hardware and its peripheral devices number system operating system This book also contains information about Windows 10 operating system and its interface Linux introduction installing linux Ubuntu linux interface root console command line control and its structure understating internet its concept as well as tips about Microsoft office 2016 detail explanation about Microsoft office application menu tab complete description **Microsoft Office Excel 2007 Data Analysis** Denise Etheridge,2011-06-17 Welcome to the only guidebook series that takes a visual approach to professional level computer topics Open the book and you ll discover step by step screen shots that demonstrate over 110 Excel data analysis techniques including Identifying trends in your data Sorting filtering and identifying lists Creating editing and checking formulas Calculating interest rates and depreciation Performing simple sorts and filters Hiding rows or columns in a PivotTable Adding and removing chart data Querying an Access database Assigning digital signatures Solving a formula with a data table I was stuck on an Excel problem for two days Finally I opened one of your books and there was a macro to accomplish exactly what I needed You made me look good to the boss Rob L Meerscheidt The Woodlands TX High resolution screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break big topics into bite sized modules Apply It and Extra sidebars highlight useful tips *The Art of Access* David Cuillier,Charles N. Davis,2019-07-12 The Art of Access is a must have book for any journalism student or professional reporter It will ensure that a journalist understands the importance of authentic documents to establish the credibility of news stories and how crucial it is to obtain those documents no matter the obstacles public officials may create to prevent access Brant Houston University Of Illinois Whatever you re trying to learn about the world as a journalist or as an informed citizen public records often hold the key But what records where And how to get them Gaining access to records is an art one that requires an organized approach and a good understanding of human behavior The Art of Access Strategies for Acquiring Public Records Second Edition is a how to guide for putting the law into action and using ingenuity to pry records loose FOI experts and longtime journalists David Cuillier and Charles N Davis present strategies for dealing with the officials who stand between you and the information you seek They explore new developments in technology and research and the latest online innovations and tools to help you rethink the information gathering process and develop a document state of mind [Excel 365 - Pivot Tables and Charts](#) Curtis Frye,2020-11 Quick and easy 6 page laminated guide focuses on creating and using pivot tables efficiently and

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Data Analysis with Microsoft Excel Kenneth N. Berk,2006

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