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PivotTable Elements

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PrivotTabile Field Areas

PivotTables

Create a Preof lable; Select the data range to be used by the PivotTable. Click the Insert tab on the ribbon and click the PivotTable III button in the Tables group. Verify the range and then click OK.

Add Multiple PredTable Fields: Click a field in the field list and drag it to one of the four PivotTable areas that contains one or more fields.

Filter PivotTables. Click and drag a field from the field list into the Filters area. Click the field's list arrow - above the PivotTable and select the valueble you want to filter.

Group PrestTable Values: Select a cell in the PivotTable that confains a value you want to group by. Click the Analyze tab on the ribbon and click the Group Field III button. Specify how the PivotTable should be grouped and then click OK.

Refrest a Phyo(Table, With the PivotTable selected, click the **Analyze** tab on the ribbon. Click the **Refresh** Dibutton in the Data group.

Formati a PovotTable: With the PovotTable selected, click the **Design** tab. Then, select the desired formatting options from the PrvotTable Options group and the PivotTable Styles group.

PivotCharts

Create a Predichart: Click any cell in a PivotTable and click the **Analyze** tab on the ribbon. Click the **PivotChart** [3] button in the Tools-group. Select a PivotChart type and click **OK**.

Modify ProofChart Data; Drag fields into and out of the field areas in the task pane.

Beinsch a ProstChart. With the PivotChart selected, click the Analyze tab on the ribbon. Click the Refresh © builton in the Data group.

Modify PostChart Elements. With the PivotChart selected, dick the **Design** tab on the ribbon. Click the **Add Chart Element** it button in the Chart. Elements group and select the item(s) you want to add to the chart.

Acon's a Proof Chart State, Select the Pivot Chart and click the **Design** tab on the ribbon. Select a style from the gallery in the Chart Styles group.

Lipcate Chart Type: With the PrvotChart selected, click the Design tab on the ribbon. Click the Change Chart Type (Bloutton in the Type group. Select a new chart type and click OK.

Enable ProtiChart Drill Down, Click the Analyze tab. Click the Field Buttons & list arrow in the Showhite group and select Show Expand/Collapse Entire Rield Buttons.

PivotTable Layout

PivotTable Fields Pane

The PhystTable Fields pane controls how data is represented in the PhystTable. Click anywhere in the PhystTable to activate the pane. It includes a Search field, a scroling list of fields (these are the column headings in the data range used to create the PhystTable), and four areas in which fields are placed. These four areas include:

- Filters: If a field is placed in the Filters area, a menu appears above the PhyotTable. Each unique value from the field is an item in the menu, which can be used to filter PhyotTable data.
- Column Labels: The unique values for the fields placed in the Columns area appear as column headings along the top of the PivofTatle.
- Row Labels: The unique values for the fields placed in the Ross area appear as row headings along the left side of the PwotTable.
- Walues: The values are the "most" of the PrivotToble, or the actual data that's calculated for the fields placed in the rows and/or columns area. Values are most often numeric calculations.

Not all PivotTables will have a field in each area, and sometimes there will be multiple fields in a single area.

The Layout Group



Subtotals: Show or hide subtotals and specify their location in the PivotTable.

Grand Totals: Add or remove grand total rows for columns and/or rows.

Report Layout: Adjust the report layout to show in compact, outline, or tabular form.

Blank Rows: Emphasize groups of data by manually adding blank rows between grouped items.

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