

Pivot Tables

Pivot Tables allow spreadsheet data to be summarised into reports similar to those created in database programs such as Microsoft Access and FileMaker Pro. Within the spreadsheet data, the columns become the fields of the database and the rows become the individual records.

There are three sections to a Pivot Table which headings need to be assigned to:

- Rows** which are displayed down the left of the table.
- Columns** which are displayed across the top of the table.
- Values** which are the values that are displayed in the cells.

Loading the Prepared Data

The sales data for a month for an online store that sells products over the internet has been prepared for you and summaries of the data are required.

- 1 Load Google Sheets then display the FILE menu and select OPEN.
- 2 Click on UPLOAD followed by SELECT A FILE FROM YOUR COMPUTER.
- 3 Access the SHEETS SUPPORT FILES, open the CHAPTER 17 folder and load the file:

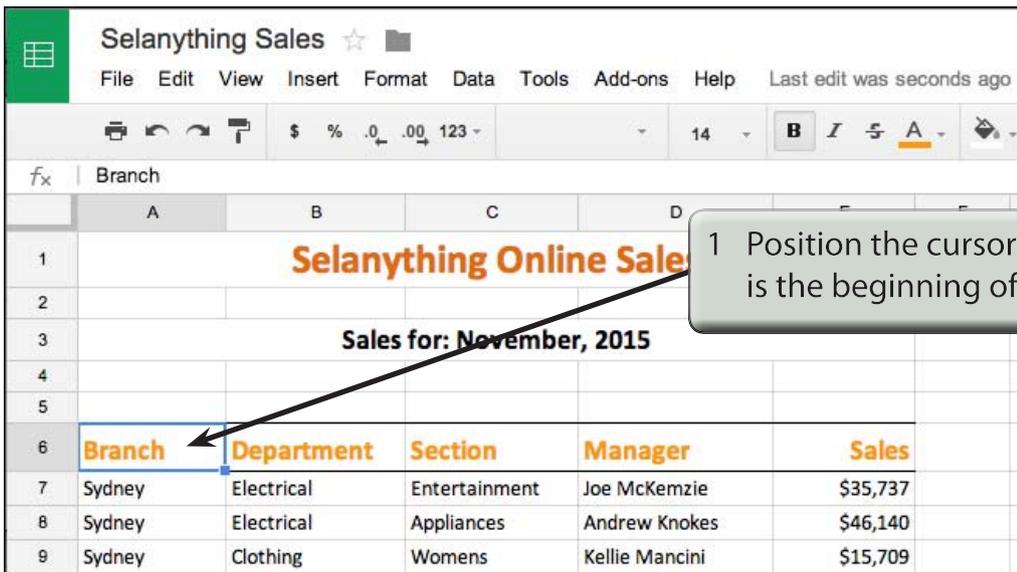
Selanything Sales

- 4 Look through the data to familiarise yourself with it. There are 3 Branches and within each branch there are 4 Departments with sections within each Department. The figures show the total sales for a month for each section.

Creating a Pivot Table

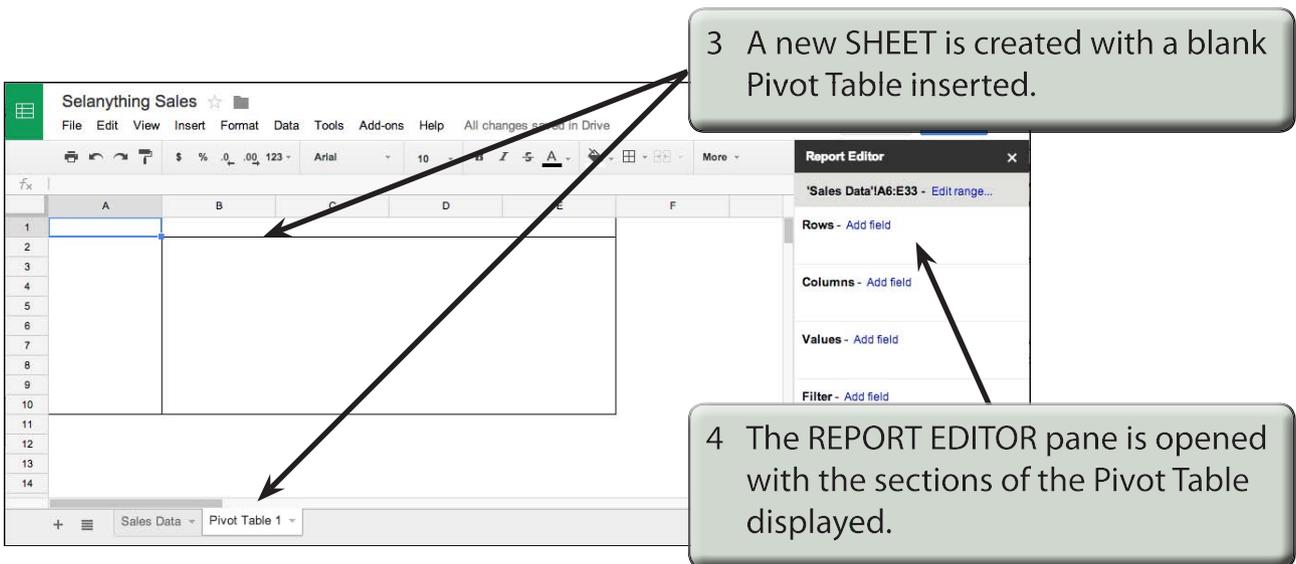
A Pivot Table will be used to summarize the sales for the month. The DEPARTMENTS will be displayed at the left of the table, so it will be added to the ROWS section. The MONTHS will be displayed at the top of the table in the COLUMNS section and the SALES will be the VALUES of the table.

A Setting Up the Pivot Table



Branch	Department	Section	Manager	Sales
Sydney	Electrical	Entertainment	Joe McKemie	\$35,737
Sydney	Electrical	Appliances	Andrew Knokes	\$46,140
Sydney	Clothing	Womens	Kellie Mancini	\$15,709

2 Display the DATA menu and select PIVOT TABLE REPORT.



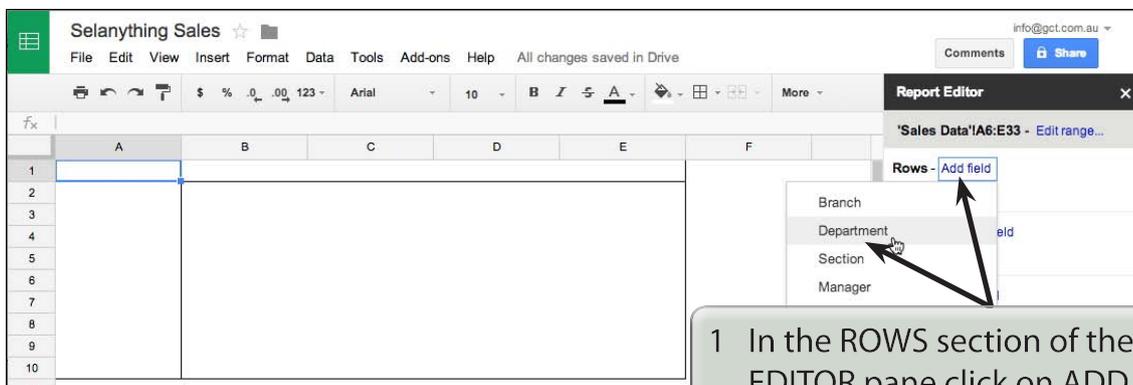
3 A new SHEET is created with a blank Pivot Table inserted.

4 The REPORT EDITOR pane is opened with the sections of the Pivot Table displayed.

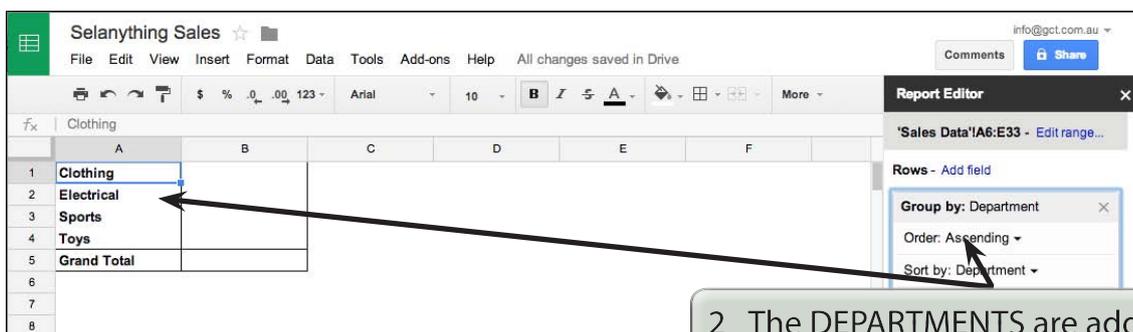
- NOTE:**
- i When setting up a spreadsheet that will have Pivot Tables created from it, it is best to have no blank rows or columns. If there are blank rows or columns, the Pivot Table will only select the data up to the blank row or column.
 - ii Notice that, in the REPORT EDITOR pane, the complete table has been recognised, that is, cells A6 to E33.

B Inserting the Rows, Columns and Values

The Pivot Table is created by placing fields in the sections of the REPORT EDITOR pane. Let's set the DEPARTMENTS to be down the left of the report (in the ROWS section), the BRANCHES across the top (in the COLUMNS section) and the SALES to be the VALUES within the Pivot Table.



1 In the ROWS section of the REPORT EDITOR pane click on ADD FIELD and select DEPARTMENT.



2 The DEPARTMENTS are added to the left rows of the Pivot Table and the sorting and totals can be controlled from the REPORT EDITOR pane.

3 Click on ADD FIELD next to COLUMNS in the REPORT EDITOR pane and select BRANCH.

	A	B	C	D	E
1	Clothing				
2	Electrical				
3	Sports				
4	Toys				
5	Grand Total				

Report Editor Pane:

- Rows - Add field
- Group by: Department
- Order: Ascending
- Sort by: Department
- Show totals
- Columns - Add field
- Branch (selected)
- Section
- Manager
- Sales

4 BRANCH headings become the column headings of the Pivot Table and their sort order and totals can be controlled from the REPORT EDITOR pane.

	A	B	C	D	E
1		Brisbane	Melbourne	Sydney	Grand Total
2	Clothing				
3	Electrical				
4	Sports				
5	Toys				
6	Grand Total				

Report Editor Pane:

- Order: Ascending
- Sort by: Department
- Show totals
- Columns - Add field
- Group by: Branch (selected)
- Order: Ascending
- Sort by: Branch
- Show totals