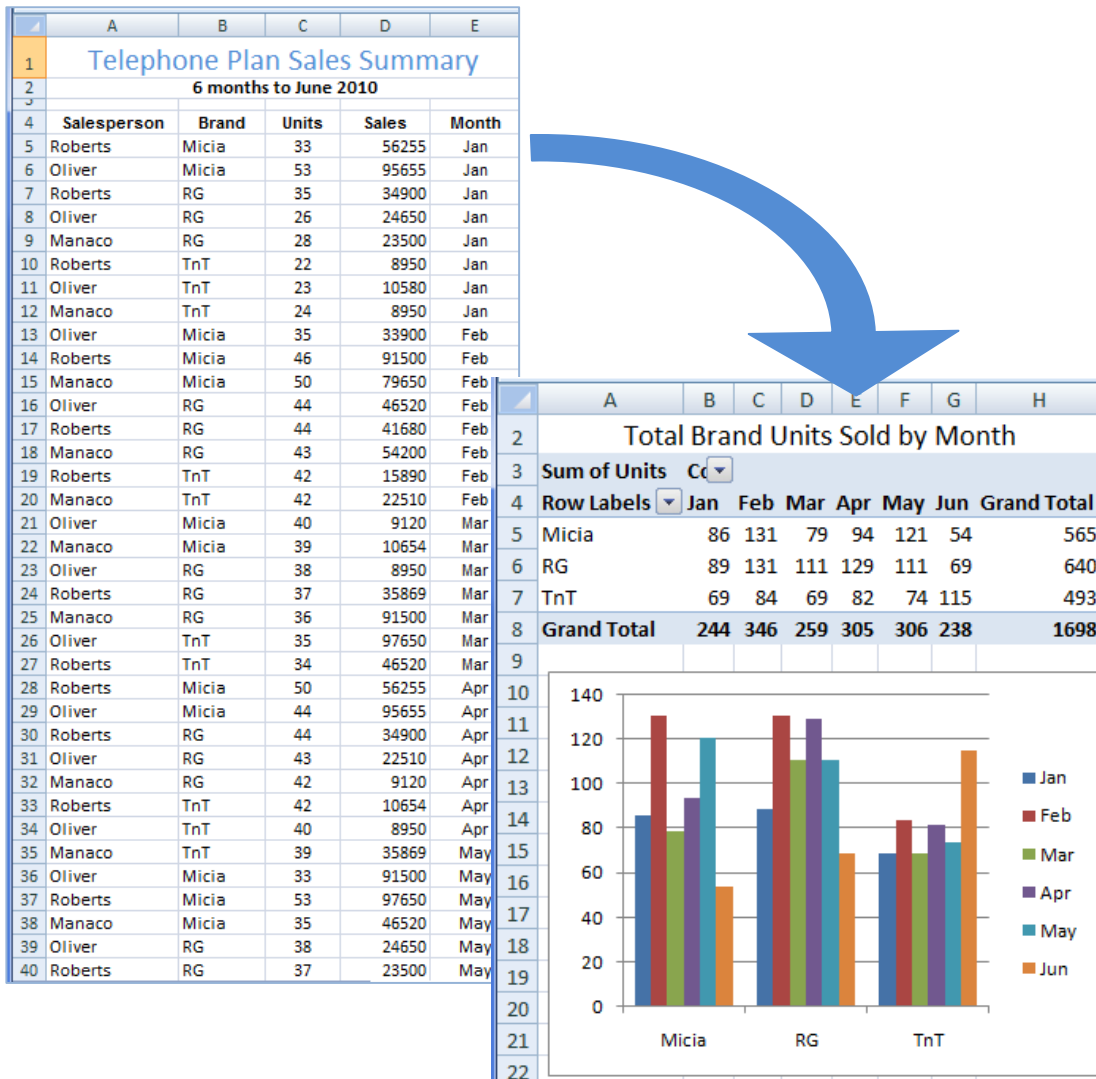


Pivot Tables

Just wait until you can see what you can do with a Pivot Table! No more tedious summarising of endless worksheets and data, the Pivot Table does it all for you.

You can go from this list of data, to this organised pivot table in seconds.



A Pivot Table is most useful when data within some of the columns is out of a few values, for example here the **Brand** is one of three; RG, Micia or TnT: the **Salesperson** is either Oliver, Manaco or Roberts. The Pivot Table can be summarised easily around these distinctive categories.

Pivot tables work best with lists of data where there is a clear list of records with obvious headings as in the list above.

The headings of each column are used to organise the data into a summary.

Now we will create our own PivotTable that tabulates the number of Units sold for each Brand by Month.

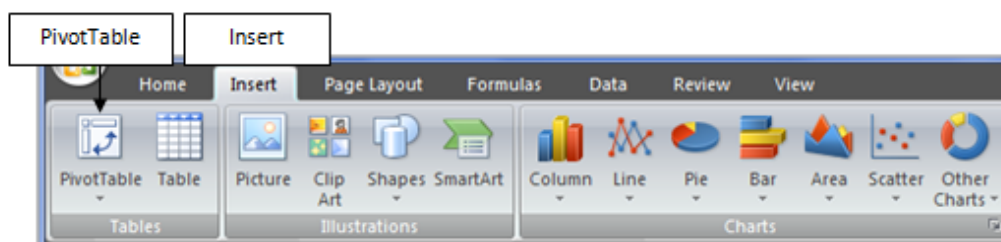
Loading the Sample File

To save you entering a large amount of data a sample file has been prepared for you and it needs to be opened from the PIT2 SUPPORT FILES.

1. Open the **PIVOT** file from the **SPREADSHEETS** folder of the **PIT Book 2 Support Files**.
2. Look at the file to familiarise yourself with it.

Create the Pivot Table

1. Select the **Pivot** worksheet.
2. Click on any cell in the list.
3. Click on the tab **Insert** then the **PivotTable** button in the ribbon.



4. Check that the whole list is selected and the correct cell range is in the **Table/Range** box.
5. Check that **New Worksheet** is selected so the new PivotTable is put into a separate worksheet.
6. Click on **OK**.

