



Microsoft Excel – Managing Data

What is a PivotTable?

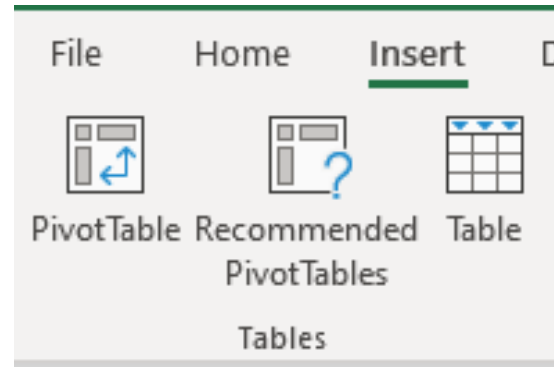
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What is a Pivot Table

- A pivot table is a dynamic table that enables you to group and summarize either a range of data or an Excel table into a concise, tabular format for easier reporting and analysis.
- The most powerful aspect of a PivotTable is its interactivity.
- The main advantages and benefits of using Pivot tables are:
 - Easy to use
 - Creating instant data
 - Faster and easier data analysis
 - Customised tables.
 - Helping in making decision faster.

How to create a Pivot Table

- Select Insert > PivotTable.



- In the new window, **Select a table or range** and choose where you want your PivotTable report to be placed.

Be careful: data should not have empty rows or columns (but there could be empty cells). It must have only a single-row heading and all columns must be named

A screenshot of the 'Create PivotTable' dialog box. The 'Choose the data that you want to analyze' section has the 'Select a table or range' radio button selected, with a text box for 'Table/Range' and an upward arrow icon. The 'Choose where you want the PivotTable report to be placed' section has the 'New Worksheet' radio button selected, with a text box for 'Location' containing 'Sheet1!\$J\$19' and an upward arrow icon. The 'Choose whether you want to analyze multiple tables' section has the 'Add this data to the Data Model' checkbox unchecked. 'OK' and 'Cancel' buttons are at the bottom right.

How to create a Pivot Table

The image shows an Excel spreadsheet with a PivotTable named 'PivotTable2' in cell A3. The PivotTable is currently empty. To the right of the spreadsheet is the 'PivotTable Fields' task pane. The task pane has a search bar and a list of fields: Date, Interest, Output_gdp, Inflation, and CPI. Below this, there are four areas for dragging fields: Filters, Columns, Rows, and Values. The spreadsheet has a grid with columns A, B, C, D and rows 1 through 26. A blue box labeled 'PivotTable Field List' points to the 'PivotTable Fields' task pane. Another blue box labeled 'PivotTable Report Area' points to the PivotTable area in the spreadsheet. A third blue box labeled 'These four areas represent the layout of a PivotTable' points to the four areas in the task pane. A fourth blue box labeled 'To build a report, choose fields from the PivotTable Field List' points to the list of fields in the task pane. A small icon of a PivotTable is also visible in the spreadsheet.

PivotTable Field List

PivotTable Report Area

To build a report, choose fields from the PivotTable Field List

These four areas represent the layout of a PivotTable

PivotTable Fields

Choose fields to add to report:

Search

- ☐ Date
- ☐ Interest
- ☐ Output_gdp
- ☐ Inflation
- ☐ CPI

Drag fields between areas below:

Filters	Columns
Rows	Σ Values

Pivot Charts

- A PivotChart is a graphical representation of the data in a PivotTable.
- A PivotChart allows you to interactively add, remove, filter, and refresh data fields in the PivotChart similar to working with a PivotTable.
- How to make a Make a PivotChart:
 - Click any cell in the PivotTable;
 - in PivotTable Analyze tab, click the PivotChart button.

