



Excel 2013 ADVANCED MANUAL

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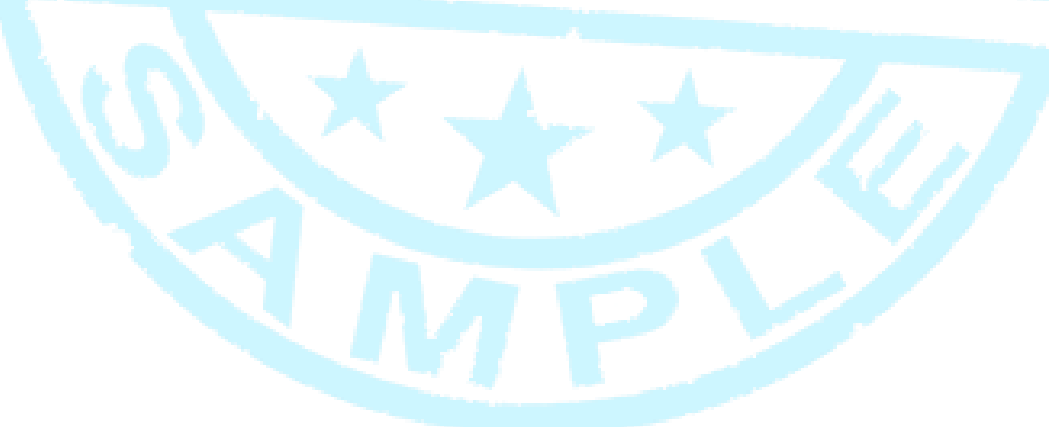
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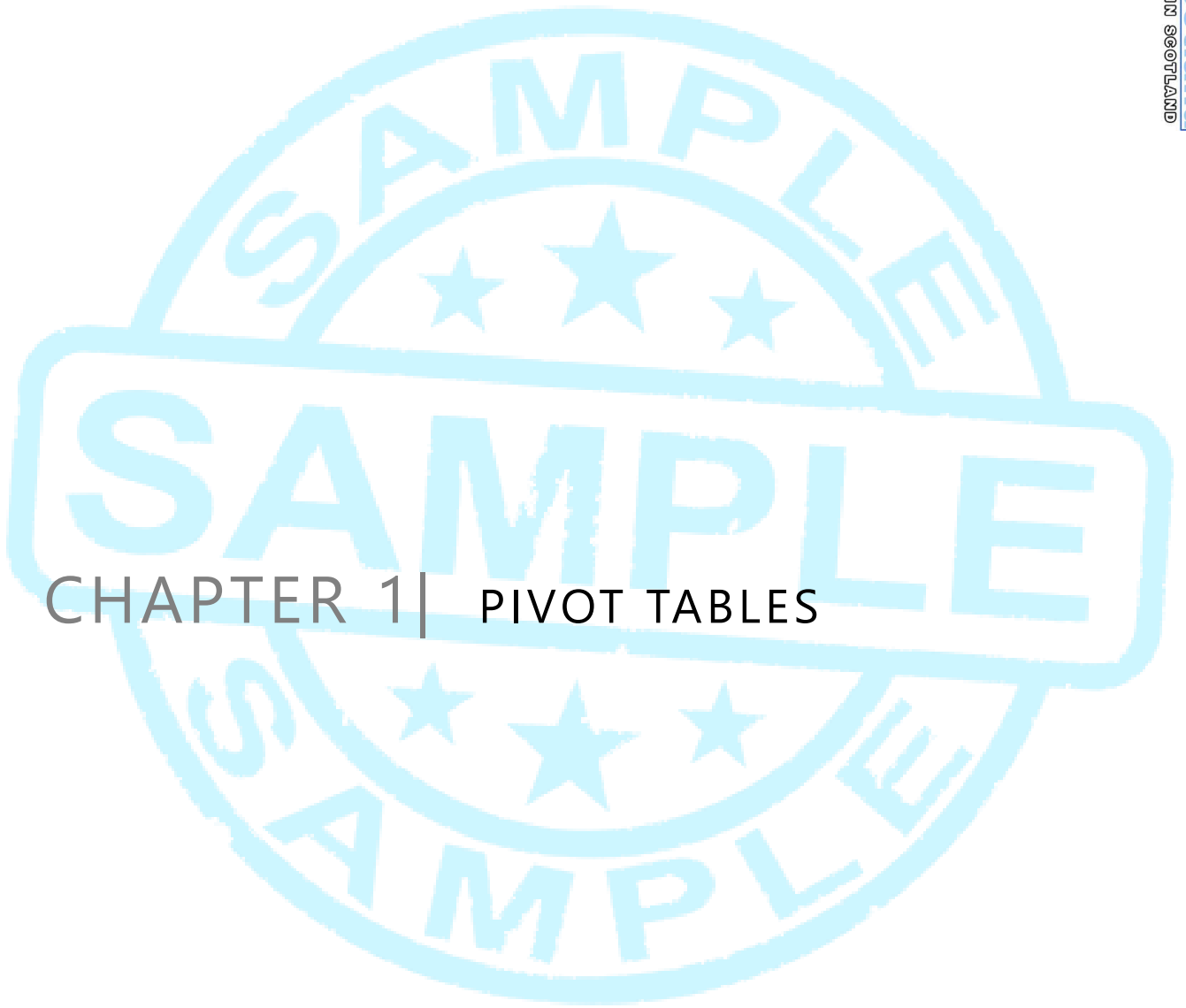
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SAMPLE





CHAPTER 1 | PIVOT TABLES

CHAPTER 1 | PIVOT TABLES

Pivot Tables Explained

A PivotTable is an interactive table that summarises or cross tabulates large amounts of data. In a PivotTable you can:

- Filter data.
- Rotate a table's rows and columns to view different summaries of the source data.
- Display details for areas of interest.

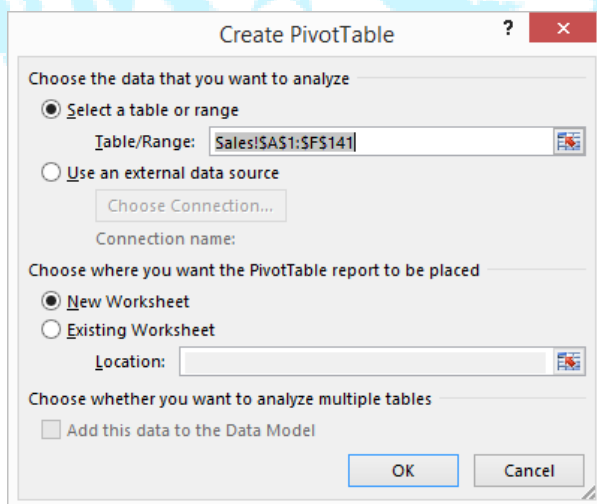
In a PivotTable you can summarise data by using functions such as *Sum*, *Count* and *Average*. You can also subtotal or grand total your data.

The source data for a PivotTable can be from an Excel database or list or another PivotTable.

Creating A Pivot Table

To create a PivotTable:

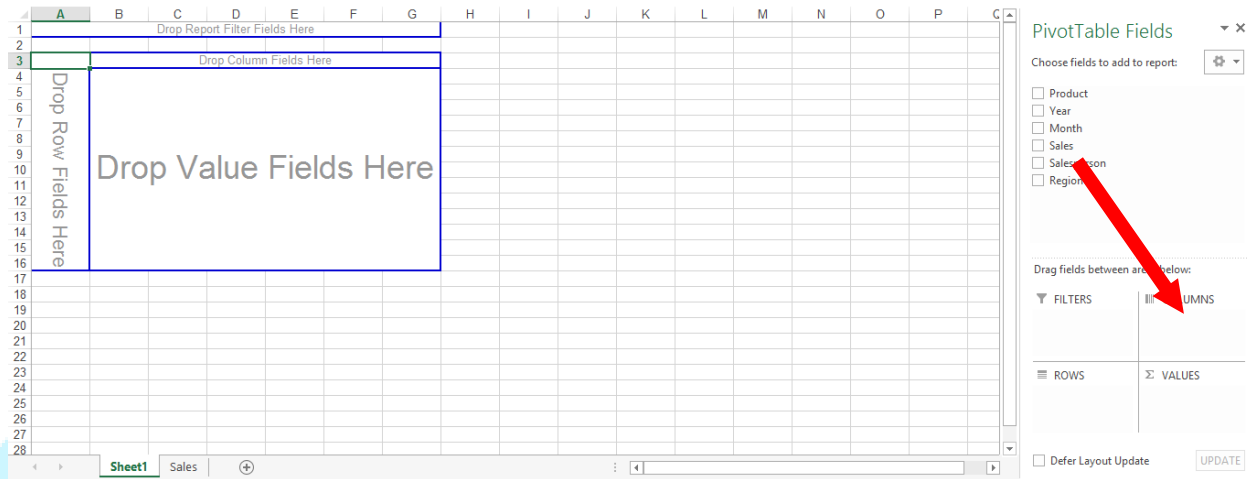
1. Select a single cell in the source list or database.
2. Click on the **Insert** tab, then choose **PivotTable**:



If you had the cursor in your data to begin with, the Table/Range should automatically show the range details of your data (TIP: make sure there are no whole blank rows or columns in your data)

3. Now choose where you want your data, either on a new worksheet, or in an existing worksheet.
4. Press OK

Creating a pivot table (CONT'D)



Your field headings (Column headings) will now be displayed in the PivotTable Field List on the right hand side of the screen.

Simply drag these field names (e.g. Product) across the screen and drop them in the relevant areas in the boxes below the field list- Filters, Columns, Row, Values:

(TIP: it is best to drag your column and row headings before you drag your Value fields)

- Column** groups the data in this field in columns.
- Row** groups the data in this field in rows.
- Values** displays summary data. The cells in this area display summary data for the items in the row and column fields. Values in each cell of this area represent a summary of the data from the source data.
- Filter** enables you to **filter** summarised data.

If required, double click on each field to change the way the field is summarised.

Creating a pivot table (CONT'D)

Double click this to change the way the data summarises, e.g. Sum, Average, Count (see below for a complete list)

This also allows you to change the **format** of the numbers

	A	B	C	D	E	F
1	Drop Report Filter Fields Here					
2						
3	Sum of Sales	Product				
4	Salesperson	Dairy	Meat	Produce	Grand Total	
5	Buchanan	117733.74	123288.68	106508.91	347531.33	
6	Davolio	128167.99	128024.05	146926.49	403118.53	
7	Grand Total	245901.73	251312.73	253435.4	750649.86	
8						

Double Click any cell in your table to "Drill Down" and see a summary of that particular cell

List of Summary Functions

This is a sample of the complete manual

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