

Sum of Value	Cat1	Cat2	Cat2.1	Cat3	a	b
Alpha	AA	AAA	BBB		5	7
			CCC		3	
	BB	AAA	BBB		2	
			CCC		4	
					5	

Division	Region	Month	Units	Income
Heavy Machinery	South West Suburbs	Jan-07	4	£ 189.45
Slightly Obsolete Machinery	South West Suburbs	Jan-07	696	£ 5,816.15
Isle-range Machinery	South West Suburbs	Jan-07	15,899	£ 1.00
Heavy Machinery	South West Suburbs	Feb-07	499	£ 83.40
Slightly Obsolete Machinery	South West Suburbs	Feb-07	15	£ 5,761.48
Isle-range Machinery	South West Suburbs	Feb-07	8	£ 841.13
Heavy Machinery	South West Suburbs	Mar-07	318	£ 64.00
Slightly Obsolete Machinery	South West Suburbs	Mar-07	186	£ 16,849.00
Isle-range Machinery	South West Suburbs	Mar-07		
Heavy Machinery	Northern Suburbia	Jan-07	169	£ 8.00
Slightly Obsolete Machinery	Northern Suburbia	Jan-07	64	£ 89.00
Isle-range Machinery	Northern Suburbia	Jan-07	13,651	£ 84,351.00
Heavy Machinery	Northern Suburbia	Feb-07	3	£ 694.00
Slightly Obsolete Machinery	Northern Suburbia	Feb-07	797	£ 8.00
Isle-range Machinery	Northern Suburbia	Feb-07	18	£ 89.00
Heavy Machinery	Northern Suburbia	Mar-07	797	£ 8,849.00
Slightly Obsolete Machinery	Northern Suburbia	Mar-07	6	£ 87.00
				£ 8.00

Sum of Paid	\$ 72	\$ 1,618	\$ 396	\$ 2,087
Sum of Cost	\$ 57	\$ 108	\$ 96	\$ 261
Sum of Paid	\$ 15	\$ 93	\$ 21	\$ 129
Sum of Cost	\$ 12	\$ 24	\$ 18	\$ 54
Sum of Paid	\$ 63	\$ 327	\$ 75	\$ 1,665
Sum of Cost	\$ 48	\$ 240	\$ 54	\$ 872
Sum of Paid	\$ 103	\$ 1,836	\$ 422	\$ 3,281
Sum of Cost	\$ 72	\$ 1,416	\$ 324	\$ 1,452
Sum of Paid	\$ 37	\$ 194	\$ 45	\$ 276
Sum of Cost	\$ 30	\$ 156	\$ 36	\$ 222
Sum of Paid	\$ 7	\$ 36	\$ 9	\$ 52
Sum of Cost	\$ 5	\$ 27	\$ 7	\$ 41
Sum of Paid	\$ 103	\$ 575	\$ 1,154	\$ 2,732
Sum of Cost	\$ 75	\$ 375	\$ 750	\$ 1,500
Sum of Paid	\$ 154	\$ 867	\$ 249	\$ 1,270
Sum of Cost	\$ 93	\$ 510	\$ 144	\$ 647
Sum of Paid	\$ 441	\$ 1,038	\$ 237	\$ 1,716
Sum of Cost	\$ 287	\$ 675	\$ 150	\$ 1,112
Sum of Paid	\$ 8	\$ 40	\$ 10	\$ 58
Sum of Cost	\$ 6	\$ 30	\$ 8	\$ 42
Sum of Paid	\$ 1,403	\$ 7,400	\$ 1,650	\$ 11,453
Sum of Cost	\$ 948	\$ 2,215	\$ 504	\$ 2,667
Sum of Paid	\$ 948	\$ 1,285	\$ 288	\$ 1,921
Sum of Cost	\$ 300	\$ 330	\$ 75	\$ 705
Sum of Paid	\$ 138	\$ 81	\$ 28	\$ 247
Sum of Cost	\$ 102	\$ 69	\$ 37	\$ 208

Microsoft Excel - PivotChart Example.xls

PivotTable -

File Edit View Insert Format Tools Data

Window Documents To Go Help Adobe PDF

Sum of Amount

Type	Total
Contractors	100278.23
Freight	-140
Materials	-29352.11
Office	-30246.24
Payroll	-17773.17
Permits	-925
Utility	-5695.22
Vehicles	-13734.18
Grand Total	-198184.15

Incidents by Product

Incidents by Subject

PivotTable and PivotChart Wizard - Layout

Construct your PivotTable report by dragging the field buttons on the right to the diagram on the left.

OrderDate
Region
City
Store
Category
Product

SKILL BUILDING TIP: PIVOT TABLE BASICS

Presented to EAG by Jana Greer, Chair 10/5/11



Washington State
Executive Assistants Group
 PO Box 4275 Tumwater, Washington 98501
 www.executiveassistantsgroup.com

- What is a Pivot Table?
- Uses for Pivot Tables.
- Example of how a Pivot Table is created.
- Links to online training and reference sites.

What is a Pivot Table?

In data processing, a **pivot table** is a data summarization tool found in data visualization programs such as spreadsheets (for example, in Microsoft Excel, OpenOffice.org Calc, LibreOffice Calc, Google Docs and Lotus 1-2-3) or business intelligence software. Among other functions, pivot-table tools can automatically sort, count, total or give the average of the data stored in one table or spreadsheet. It displays the results in a second table (called a "pivot table") showing the summarized data

Source:

Wikipedia

http://en.wikipedia.org/wiki/Pivot_table

Uses for Pivot Tables

Pivot tables are very powerful and useful. There are numerous uses of pivot tables. Endless uses, the creator and end user defines these.

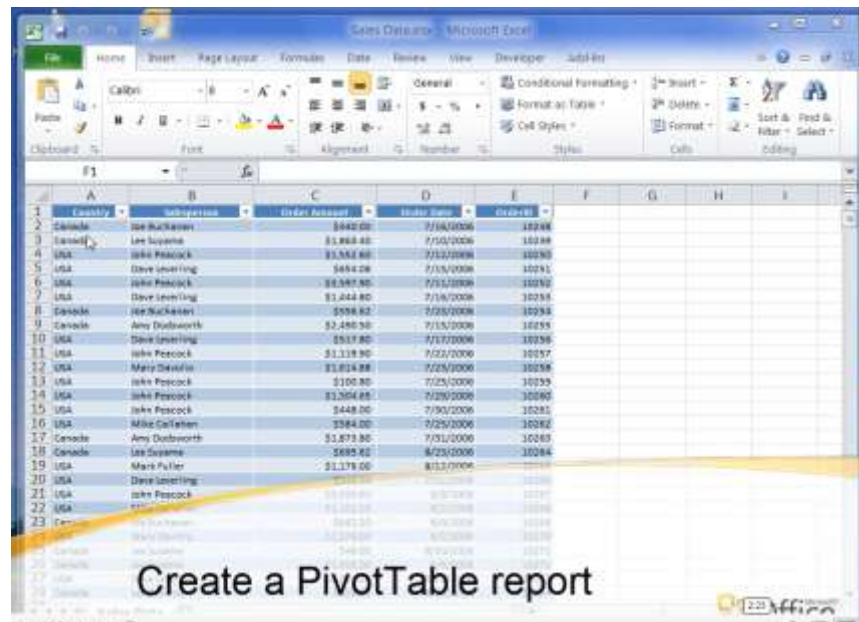
Some example uses of pivot tables:

- Summarizing data like finding the average sales for each region for each product from a product sales data table.
- Listing unique values in any column of a table
- Creating a pivot report with sub-totals and custom formats
- Making a dynamic pivot chart
- Filtering, sorting, drilling-down data in the reports without writing one formula or macro.
- Transposing data – *i.e.* moving rows to columns or columns to rows. [learn more]
- Linking data sources outside excel and be able to make pivot reports out of such data.

Video: Create A Pivot Table Report

[Microsoft Office Support: Create a Pivot Table](#)

This video is a brief overview of how to create a pivot table. a very small look into the large world of this topic.



Source: Microsoft

Resources

Our State agencies are using Microsoft products and most are using Excel version 2007 or 2010.

The following links are resources to assist you with the basic of getting familiar with creating and using Pivot Tables.

[PivotTable I: Get started with PivotTable reports in Excel 2007](#)

[Overview of PivotTable and PivotChart reports](#)

[What's New: Changes in PivotTables for 2010](#)