

# Excel - Pivot Tables & Charts



## Contents

Fig. 1 Introduction; Common PivotTable Tasks  
 Fig. 2 Common PivotTable Tasks cont.

Fig. 3 Common PivotTable Tasks cont.  
 Fig. 4 Common PivotTable Tasks cont.

Fig. 5 Using Pivot Tables with External Data Sources; Sharing Pivot Tables with Others  
 Fig. 6 Sharing Pivot Tables with Others cont.; PivotCharts

## Introduction

PivotTables and the graphical representation of PivotTable data, known as PivotCharts, are both extremely powerful tools to analyze data in many different ways; for example, given a branch of sales data, you could report on the following:

- Top salespeople by units sold
- Top salespeople by dollars sold
- Top salespeople by region
- Sales of specific products by region
- Sales of specific products by salesperson
- Items and where they sell
- And so on

All of this can be done easily and in near real time using PivotTables and PivotCharts. Data can even be stored in other locations, such as in an Access or SQL Server database. Once gathered and analyzed, this data can be shared with others in multiple ways throughout an organization.

This guide is a continuation of the PivotTable and PivotChart information in BarCharts' Excel - Advanced QuickStudy guide. As such, material will not be duplicated from that guide but rather will build on the material presented there. This guide will also only discuss Excel 2010, though much of the content and steps listed here apply to older versions as well.

**NOTE:** All the steps listed in this guide assume that your cursor is in the PivotTable when you start.

## Common PivotTable Tasks

PivotTables provide a mechanism for taking lots of detailed data and summarizing it in two or three dimensions (rows, columns, and optionally, sheets). This feature is among the most powerful tools in Excel and makes data analysis fairly simple. A snapshot of some of the source data for all the examples and screen shots in this guide is listed here.

Salesperson	Region	Product	Sales
John	North	Widget	100
John	North	Gadget	200
John	North	Thingy	300
John	North	Thingamajig	400
John	North	Thingabob	500
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# Excel Pivot Tables Charts Quick Study Computer

**Huangqi Zhang**



## **Excel Pivot Tables Charts Quick Study Computer:**

**Excel: Pivot Tables and Charts** John Hales,2011-05-31 Among the many data analyzing features to be found in Microsoft's Excel software PivotTables and PivotCharts are two of the most useful Find out how they can work for you with our jam packed 3 panel guide which features step by step instructions and full color screen shots for easy reference *Excel 2013 Pivot Tables & Charts* BarCharts, Inc,John R. Hales,Matt Smith,2014 [Computer hardware, Ubuntu Linux, Windows 10, Internet Introductions](#) Lalit Mali,2017-03-07 This book will help its readers to know more about the basics of computer hardware and its peripheral devices number system operating system This book also contains information about Windows 10 operating system and its interface Linux introduction installing linux Ubuntu linux interface root console command line control and its structure understating internet its concept as well as tips about Microsoft office 2016 detail explanation about Microsoft office application menu tab complete description **Microsoft Office Excel 2007 Data Analysis** Denise Etheridge,2011-06-17 Welcome to the only guidebook series that takes a visual approach to professional level computer topics Open the book and you ll discover step by step screen shots that demonstrate over 110 Excel data analysis techniques including Identifying trends in your data Sorting filtering and identifying lists Creating editing and checking formulas Calculating interest rates and depreciation Performing simple sorts and filters Hiding rows or columns in a PivotTable Adding and removing chart data Querying an Access database Assigning digital signatures Solving a formula with a data table I was stuck on an Excel problem for two days Finally I opened one of your books and there was a macro to accomplish exactly what I needed You made me look good to the boss Rob L Meerscheidt The Woodlands TX High resolution screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break big topics into bite sized modules Apply It and Extra sidebars highlight useful tips **Excel 365 - Pivot Tables and Charts** Curtis Frye,2020-11 Quick and easy 6 page laminated guide focuses on creating and using pivot tables efficiently and effectively in Excel Whether you are a beginner or experienced user pivot tables offer flexibility while doubling down on Excel's power Curtis Frye author of multiple books on Excel creator of many LinkedIn Learning videos and an experienced corporate trainer uses his experience and knowledge to cover the most relevant use of pivot tables at different levels of complexity As a corporate trainer seeing what beginners need to start using pivot tables and what those with some pivot table skills can do to harness more power brings value to this targeted reference at an unbeatable price Look for Excel 365 and Excel 365 Tips and Tricks QuickStudy guides to have a solid power user reference set Introducing PivotTables Glossary Creating Pivoting PivotTables Arrange Data for Use in a PivotTable Create a PivotTable from an Excel Table Data List or from External Data Create a Recommended PivotTable Refresh PivotTable Data Update Cell References that Provide Data to a PivotTable Pivot a PivotTable Defer PivotTable Updates Managing PivotTables Show or Hide the Field List Expand Contract Buttons Field Headers Select an Entire PivotTable Move it Copy a Configuration Delete a PivotTable Summarizing PivotTable Data Show or

Hide Subtotals Grand Totals Change the Data Field Summary Operation Change How PivotTable Data Values Are Displayed Summarize More than One Data Field Create Edit Delete a Calculated Field Use PivotTable Data in a Formula Display Data Source Rows Create an Excel table from a PivotTable Sorting Filtering PivotTable Data Sort a Column of PivotTable Data into Ascending or Descending Order Custom Lists Filter a PivotTable Field by Selection Rule Using a Search Filter Slicers Filter a PivotTable Using Report Filter Fields Create Individual PivotTables Using Report Filter Values Clear a PivotTable Filter Using the Field List Pane Clear a Filter Using the Row or Column Labels Clear All Filters Defining Sets of Values Define a Set Based on Row Items on Column Items Display a Set in the Rows or Columns Area Edit a Set Delete a Set Formatting PivotTables Apply a PivotTable Style Apply a PivotTable Style Remove Existing Formatting Apply or Remove Headers Banding Create a PivotTable Style Apply a Custom PivotTable Style Change the Data Field Number Format Change the PivotTable Layout Control Whether PivotTable Labels Are Repeated at the Top of Each Printed Page Determine How to Handle Blank Rows Creating Manipulating PivotCharts Create a New PivotChart from an Existing PivotTable Pivot a PivotChart Filter a PivotChart by Selection by Rule Apply a Style to a PivotChart Change a PivotChart's Layout Chart Type Add a Trendline to a PivotChart Move a PivotChart to Another Worksheet to a Chart Sheet Apply a Quick Layout to a PivotChart Add or Remove a PivotChart Element Apply a PivotChart Style Change the Color Scheme Format a PivotChart Data Series Format One Value in a PivotChart Data Series Add an Annotation to a PivotChart Format a PivotChart Annotation Printing PivotTables Print a PivotTable Print Headers at the Top of Each Printed Page Print Each Item on Its Own Page Print a PivotChart Enabling Adding Tables to the Data Model Create a Relationship between Two Tables Create a PivotTable Using the Data Model Work with a PivotTable Created Using the Data Model Edit a Table Relationship Deactivate Activate Delete a Relationship Filtering PivotTables Using Timelines Create a Timeline Filter a PivotTable Using a Timeline Format a Timeline Clear a Timeline Filter Remove a Timeline

**The Art of Access** David Cuillier, Charles N. Davis, 2019-07-12 The Art of Access is a must have book for any journalism student or professional reporter It will ensure that a journalist understands the importance of authentic documents to establish the credibility of news stories and how crucial it is to obtain those documents no matter the obstacles public officials may create to prevent access Brant Houston University Of Illinois Whatever you're trying to learn about the world as a journalist or as an informed citizen public records often hold the key But what records where And how to get them Gaining access to records is an art one that requires an organized approach and a good understanding of human behavior The Art of Access Strategies for Acquiring Public Records Second Edition is a how to guide for putting the law into action and using ingenuity to pry records loose FOI experts and longtime journalists David Cuillier and Charles N Davis present strategies for dealing with the officials who stand between you and the information you seek They explore new developments in technology and research and the latest online innovations and tools to help you rethink the information gathering process and develop a document state of mind

Data Analysis with Microsoft Excel Kenneth N.

Berk,2006      **Source.Fall.2010** ,      **Microsoft Project 2010: The Missing Manual** Bonnie Biafore,2010-06-21  
Microsoft Project is brimming with features to help you manage any project large or small But learning the software is only half the battle What you really need is real world guidance how to prep your project before touching your PC which Project tools work best and which ones to use with care This book explains it all helping you go from project manager to project master Get a project management primer Discover what it takes to handle a project successfully Learn the program inside out Get step by step instructions for Project Standard and Project Professional Build and refine your plan Put together your team schedule and budget Achieve the results you want Build realistic schedules and learn how to keep costs under control Track your progress Measure your performance make course corrections and manage changes Use Project s power tools Customize Project s features and views and transfer info directly between Project and other programs      **Microsoft Excel 2000 - Illustrated Brief** Elizabeth Eisner Reding,1999-05-31 As part of the Illustrated Series this concise text offers a quick visual and step by step approach for learning the basic of Microsoft Excel 2000      *Excel for Windows 95 Made Easy* Martin S. Matthews,1995 This book teaches readers everything they need to know to master Excel s latest version for Windows 95 This comprehensive introductory tutorial complete with hands on examples will provide new and experienced users with the fundamentals as well as explain the more advanced aspects of this new version      *eBay Top 100 Simplified Tips & Tricks* Julia Wilkinson,2005-04-01 Providing adventurous users with 100 useful and surprising techniques this book is the ideal resource to help readers become even more profitable users of eBay the world s largest online marketplace Organized into ten chapters with ten tasks per chapter this book provides the timesaving tips cool secrets and insider tricks to help take readers knowledge of eBay beyond the basics Readers discover how to take better pictures to help sell items write stellar marketing copy to get those items sold faster and decrease questions from bidders and find out the best time to start and end an auction to guarantee success      **Daily Graphic** Yaw Boadu-Ayebofoh,2006-10-26      Photoshop CS Denis Graham,2004 Offers tips and shortcuts to effectively use Photoshop CS to work with layers use the drawing tools create masks and paths use adjustment tools and use color      **Microsoft Excel 2000** Elizabeth Eisner Reding,Tara Lynn O'Keefe,1999 Part of the Illustrated Series this text offers a quick visual step by step approach for learning basic to intermediate features of Microsoft Excel 2000      *There are No Boundaries to Independent Study* Colorado Consortium for Independent Study via Correspondence,2000      **Business Education (UBEA) Forum** ,2002      **Mastering Excel 97** Thomas Chester,Richard H. Alden,1997 This most accurate Excel book available includes new chapters on issues such as charting pivot tables and macros More than 60 easy to find sidebar boxes offer insider tips on more advanced information on complex tasks and features      Problem Solving Excel Windows 95 Sherry L. Fowler,1997 For beginning and intermediate students especially business students using Excel 7 0 Provides a business oriented approach to solving problems with Excel 7 0 It reviews problem solving techniques provides hands on tutorials to encourage active participation and includes an extensive reference

section for help answering Excel questions     HTML Paul Whitehead,2003 This guide provides adventurous users with 100 useful and surprising techniques that can be performed using HTML Organized into 10 chapters with 10 tasks per chapter this book provides the time saving tips secrets and productivity tricks to help take a reader s knowledge of HTML beyond the basics HTML continues to serve as the foundation upon which 2 2 million publicly accessible Web sites containing 300 million Web pages are built OCLC Research HTML also continues to be closely related to newer markup languages like XML and XHTML Full colour screen shots and numbered step by step instructions show readers how to save time and boost productivity

## Whispering the Secrets of Language: An Emotional Quest through **Excel Pivot Tables Charts Quick Study Computer**

In a digitally-driven earth where monitors reign great and instant conversation drowns out the subtleties of language, the profound techniques and mental subtleties hidden within phrases usually go unheard. However, set within the pages of **Excel Pivot Tables Charts Quick Study Computer** a interesting fictional value blinking with natural feelings, lies a fantastic quest waiting to be undertaken. Composed by a skilled wordsmith, this enchanting opus invites visitors on an introspective trip, softly unraveling the veiled truths and profound affect resonating within the very material of each and every word. Within the emotional depths of the poignant evaluation, we shall embark upon a sincere exploration of the book is primary subjects, dissect its interesting publishing fashion, and succumb to the powerful resonance it evokes serious within the recesses of readers hearts.

<https://db1.greenfirefarms.com/files/virtual-library/default.aspx/1%20assassin%20s%20creed%20ign.pdf>

### **Table of Contents Excel Pivot Tables Charts Quick Study Computer**

1. Understanding the eBook Excel Pivot Tables Charts Quick Study Computer
  - The Rise of Digital Reading Excel Pivot Tables Charts Quick Study Computer
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Pivot Tables Charts Quick Study Computer
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Pivot Tables Charts Quick Study Computer
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Pivot Tables Charts Quick Study Computer
  - Personalized Recommendations

- Excel Pivot Tables Charts Quick Study Computer User Reviews and Ratings
- Excel Pivot Tables Charts Quick Study Computer and Bestseller Lists
- 5. Accessing Excel Pivot Tables Charts Quick Study Computer Free and Paid eBooks
  - Excel Pivot Tables Charts Quick Study Computer Public Domain eBooks
  - Excel Pivot Tables Charts Quick Study Computer eBook Subscription Services
  - Excel Pivot Tables Charts Quick Study Computer Budget-Friendly Options
- 6. Navigating Excel Pivot Tables Charts Quick Study Computer eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Pivot Tables Charts Quick Study Computer Compatibility with Devices
  - Excel Pivot Tables Charts Quick Study Computer Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Pivot Tables Charts Quick Study Computer
  - Highlighting and Note-Taking Excel Pivot Tables Charts Quick Study Computer
  - Interactive Elements Excel Pivot Tables Charts Quick Study Computer
- 8. Staying Engaged with Excel Pivot Tables Charts Quick Study Computer
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Pivot Tables Charts Quick Study Computer
- 9. Balancing eBooks and Physical Books Excel Pivot Tables Charts Quick Study Computer
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Pivot Tables Charts Quick Study Computer
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel Pivot Tables Charts Quick Study Computer
  - Setting Reading Goals Excel Pivot Tables Charts Quick Study Computer
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel Pivot Tables Charts Quick Study Computer
  - Fact-Checking eBook Content of Excel Pivot Tables Charts Quick Study Computer

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

### **Excel Pivot Tables Charts Quick Study Computer Introduction**

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