

Excel - Pivot Tables & Charts



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Introduction

PivotTables and the graphical representation of PivotTable data, known as PivotCharts, are both extremely powerful tools to analyze data in nearly infinite ways. For example, given a table of sales data, you could report on the following:

- Top categories by sales total
- Top categories by dollar total
- Top categories by region
- Sales of specific products by region
- Sales of specific products by category
- Items sold where they will
- And more

All of this can be done easily and in near real-time using PivotTables and PivotCharts. Data can even be moved to other locations, such as to 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 an introduction of the PivotTable and PivotChart information in the *Charts* 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 other versions as well.

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

Common PivotTable Tasks

PivotTables provide a mechanism for taking sets 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. It is important to note that the source data for all the examples and screen shots in this guide is listed here:

Layouts to Which to Use Them

There are three layouts in Excel: Compact, Outline, and Tabular. Each of these layouts displays the data a little differently but offers views of the exact same information. Many of the features of each view are the same, but the presentation is different. The following three sections have different options based on their respective versions and show the three layouts.

Compact

Compact was introduced in Excel 2007 and has been the default view since. In this view, if there are multiple levels of data, Excel will collapse them into a single column or row in the source data here.

1. **Summarize all Values:** This will describe the function (total) and the field (summed Price) used to calculate all the numbers displayed.
2. **+ and - (Total):** The + sign is expand a category (total) may have subcategories that are also expanded) and the - sign to collapse it.
3. **Summarized Data:** Data is grouped by description, then by year, then by the quarter the data was made. All three of these levels are summarized into a single column in this example, column A.
4. **Grand Totals:** The total of all data we filtered is displayed in the last row and last column.
5. **Manual Filters:** The Manual Filter button  allows you to display or hide some of the columns. In this example, show or hide subcategories. By default, every category subcategory is filter is a separate column. The arrow beside the region Row Labels is also a manual filter for the rows and works in a similar fashion.
6. **Subtotals:** Data is summarized by description, then by year, then by the quarter the data was made. Subtotals are displayed on the top of the data (ROW) on the description or year line, but on the bottom of the data.

7. **PivotTable Field List:** Displays the fields in the table and allows fields to be added or removed by dragging and dropping them into the bottom of the page or between the boxes at the bottom. The order of fields can also be modified within each box (ROW, COLUMNS) or view different data relationships.

Outline

Outline layout places each field in a separate row or column. Data can be expanded or collapsed or will hide to any layout, but even if all the data in the column is collapsed, the column will still be there (not blank). Notice also that this layout shows a manual filter drop-down arrow beside each field that can be filtered. Subtotals are at the top of the data, as they are in Compact layout. In this screen shot, repeated data was displayed (then Compact - Display in Outline to cells A2:A12). Instead of three cells being blank as they were in the Compact layout.

Excel Pivot Tables Charts Quick Study Computer

Paul Whitehead



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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

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