

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 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 Pivot Table 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.

Layouts & When to Use Them

There are three layouts in Excel: Compact, Outline, and Tabular. Each of these formats 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 (noted in their respective sections) and show the three layouts.

Compact

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

1. **Description of Values:** This cell describes the function (sum) and the field (Extended Price) used to calculate all the numbers displayed.
2. **+ and -** Click the + sign to expand a category (which may have subcategories that are also expandable) and the - sign to collapse it.
3. **Summarized Data:** Data is grouped by description, then by year, then by the quarter the sale was made. All three of these levels are compressed into a single column (in this example, column A).
4. **Grand Totals:** The total of all data not filtered is displayed in the last row and last column.
5. **Manual Filters:** The *Manual Filters* button  allows you to display or hide some of the columns (in this example, show or hide salespeople). By default, every unique salesperson will be in a separate column. The arrow beside the caption *Row Labels* is also a manual filter for the rows and works in a similar fashion.
6. **Subtotals:** Data is subtotaled by description, then by year, then by the quarter the sale was made. Subtotals are displayed at the top of the data (EX: on the description or year line, not at 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 pane or between the boxes at the bottom. The order of fields can also be modified within each box (EX: *Row Labels*) to view different data relationships.

Outline

Outline layout places each field in a separate row or column. Data can be expanded or collapsed as will like in any layout, but even if all the data in the column is collapsed, the column will still be there (just blank). Notice also that this layout places 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 (thus *Camera - Digital* is visible in cells A6-A18, instead of those cells being blank as they were in the Compact layout).

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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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