

Pivot Tables

by Dick Evans

According to Wikipedia (Online Encyclopedia http://en.wikipedia.org/wiki/Pivot_table), "A pivot table is a powerful data summarization tool found in spreadsheet programs. Among other functions, it can automatically sort, count, and total the data stored in a spreadsheet and create a second table displaying the summarized data. Pivot tables are useful to quickly create crosstabs. The user sets up and changes the summary's structure by dragging-and-dropping fields graphically. This "rotation" or pivoting of the summary table gives the concept its name. The name PivotTable is a trademark of Microsoft Corporation."

1. Open Excel

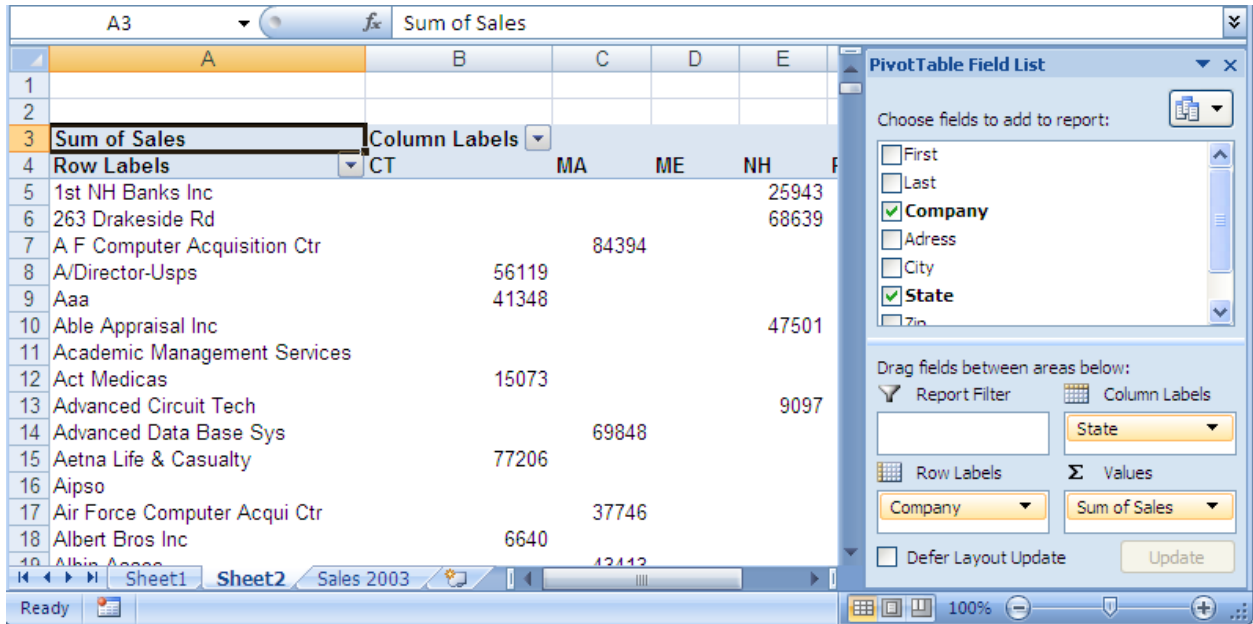
	A	B	C	D	E	F	G	H
1	First	Last	Company	Adress	City	State	Zip	Sales
2	Adel	Irizarry	Arrow Business Forms Inc	97 West St	Medfield	MA	2052	45515
3	Adolf	Maonosson	Off Legislative Serv	State House	Concord	NH	3301	9968
4	Al	Serra	Brooklyn Savings Bank	PO Box 529	Danielson	CT	6239	32368
5	Alan	Gifford	Bow Satellite Comm	8 Kathleen Dr	Andover	MA	1810	21150
6	Albert	Lapterre	Parrish Software	Box 304	N Conway	NH	3860	16441
7	Alex	Falkovich	Hill Holliday Advertising	200 Clarendon St	Boston	MA	2116	46196

2. Open the file from the J-drive (also emailed to each of you) named **New England Sales.xlsx**

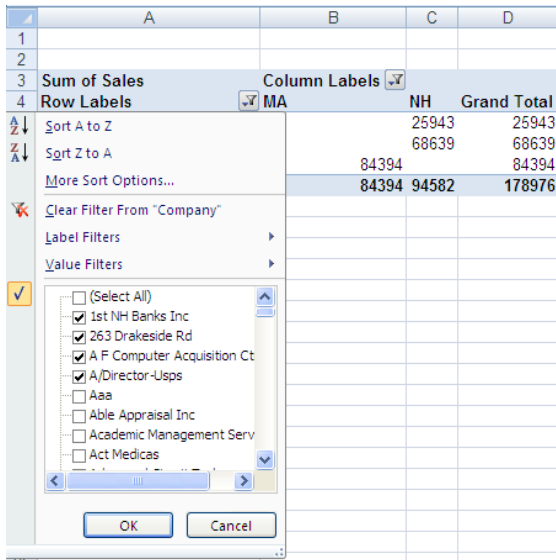
3. Save it as **pivot_table.xlsx**

4. Format the columns correctly and fix the state names so they are all correct two character abbreviations.

5. Insert > Tables > Pivot Table



6. Drag **Company** into the Row Labels box, **State** into the Column Labels box, and **Sales** into the Values box. **Close** the Pivot Table Fields List.



7. Pull down the arrows and experiment with the selections available. Excel created the subtotals and totals for the data. Y

	A	B	C	D	E	F
1	Sales Summary					
2						
3	Sum of Sales	State				
4	Row Labels	MA	ME	NH	RI	Grand Total
5	Electronic Vision Inc	99,472.00				99,472.00
6	Gte Products Corp	99,321.00				99,321.00
7	Jurisoft	159,878.00				159,878.00
8	New England Telephone	96,667.00		81,068.00		177,735.00
9	Polaroid Corp	130,847.00				130,847.00
10	Roman Cath Diocese Ptld		99,646.00			99,646.00
11	State Mutual	144,823.00				144,823.00
12	Us Air Force Audit Agency	99,323.00				99,323.00
13	US Postal Svc	74,610.00		29,205.00		103,815.00
14	W R Grace & Co	24,735.00		80,726.00		105,461.00
15	Grand Total	929,676.00	99,646.00	190,999.00		1,220,321.00

You can format the worksheet, cells, and add other data like a title to the Pivot Table.