MICROSOFT OFFICE 2007
HINTS AND TIPS: MICROSOFT EXCEL PIVOT TABLES

Part 2:

Pivot Tables - How to Create an Excel Pivot Table

There are several ways to build a pivot table. Excel has logic that knows the field type and will try to place it in the correct row or column if you check the box. For example, data that is numeric such as Precinct counts tends to appear to the right in columns. Data, which is textual, such as Party would appear in rows.

While you can simply check fields to display and let Excel build your pivot table, it is preferable to use the "drag and drop" method. This is partly because you can visualize the data in columns and rows. It may also be easier if you have fields, which can appear to be numbers like a precinct value.

1. Open your original spreadsheet and remove any blank rows or columns.

2. Make sure each column has a heading, as it will be carried over to the Field List.

3. Make sure your cells are properly formatted for their data type.

4. Highlight your data range

5. Click the **Insert** tab. ①

6. Select the **PivotTable** button from the **Tables** group. ②

7. Select **PivotTable** from the list.

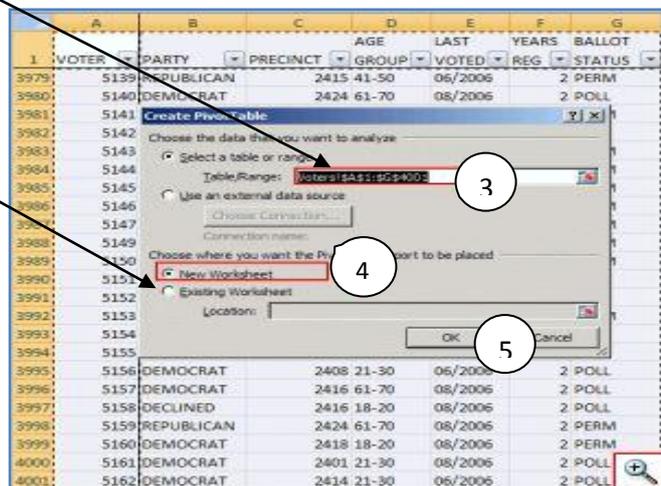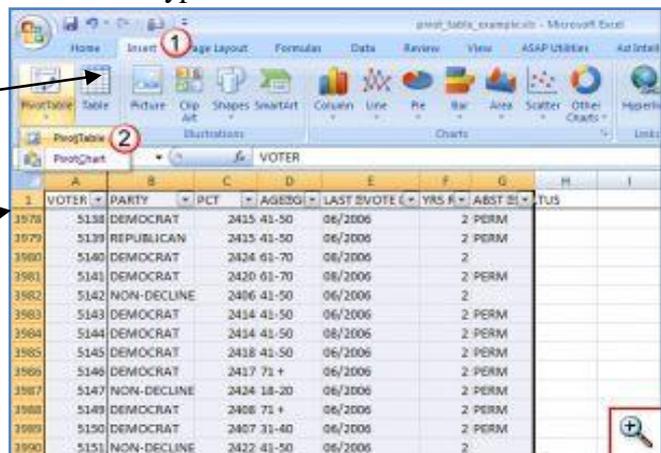The **Create PivotTable** dialog appears.
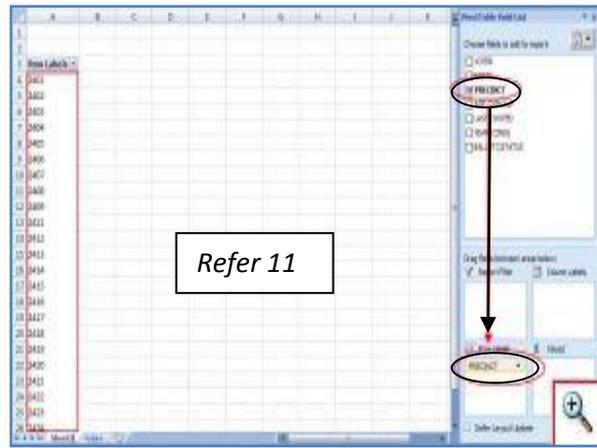
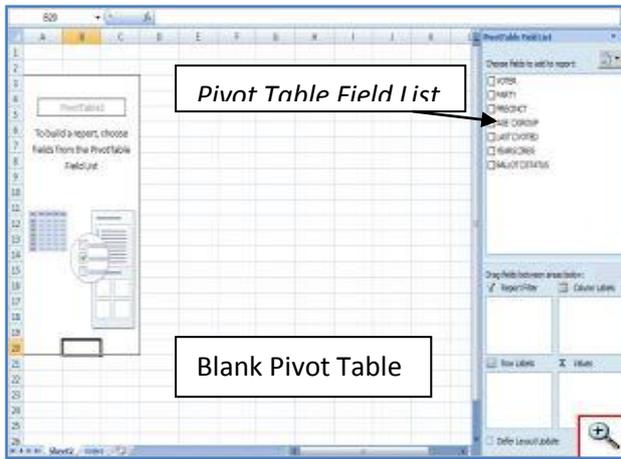8. Double-check your **Table/Range:** value.③

9. Select the radio button for **New Worksheet**. ④

10. Click **OK**.⑤
A new worksheet opens with a blank pivot table. You'll see that the fields from our source spreadsheet were carried over to the **PivotTable Field List**.

Pivot Table Field List

Blank Pivot Table

Refer 11

11. Drag an item such as PRECINCT from the **PivotTable Field List** down to the **Row Labels** quadrant. The left side of your Excel spreadsheet should show a row for each precinct value. You should also see a checkmark appear next to PRECINCT.

12. The next step is to ask what you would like to know about each precinct. Drag the PARTY field from the **PivotTable Field List** to the **Column Labels** quadrant. This will provide an additional column for each party. Note that you will not see any numerical data.

Refer 12

Refer 13
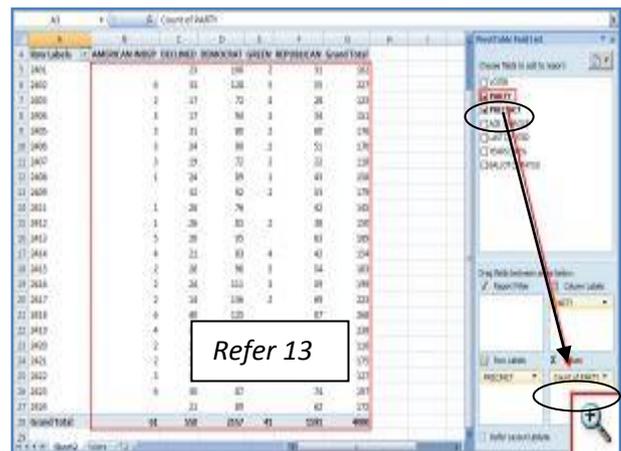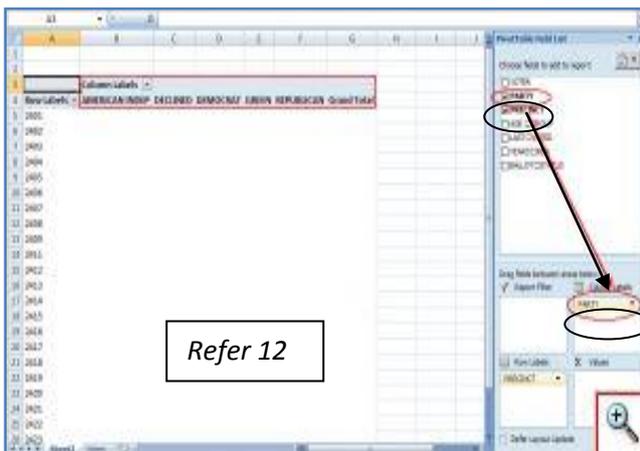
13. To see the count for each party, you need to drag the same field to the **Values** quadrant. In this case, Excel determines you want a Count of PARTY, you could double-click the entry and choose another **Field Setting**. Excel has also added Grand Totals.

Excel pivot tables may not make the election data exciting, but it can make the analysis easier. Without these tables, you'd probably spend more time filtering, sorting and subtotalling. The other benefit is that it's easy to start over by deselecting fields or moving them to another location.

Source:
http://www.timeatlas.com/5_Minute_Tips/Chunkers/Learn_to_use_Pivot_Tables_in_Excel_2007_to_Organize_Data

Resources:

- Other QUICK TIPS FOR STUDENTS   http://www.usq.edu.au/learningcentre/tips.htm
- Online resources on ALSOnline http://www.usq.edu.au/learningcentre/alsonline/lecttuts/tuts.htm
- Talk with a tutor at The Learning Centre (tlc@usq.edu.au)