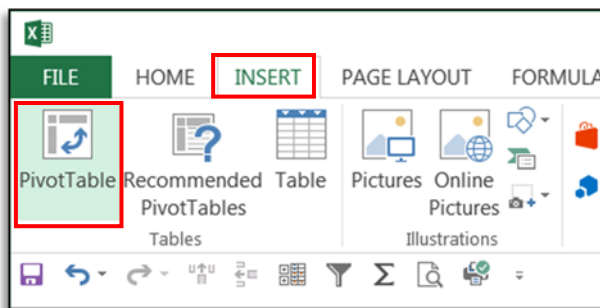


BASIC PIVOT TABLES

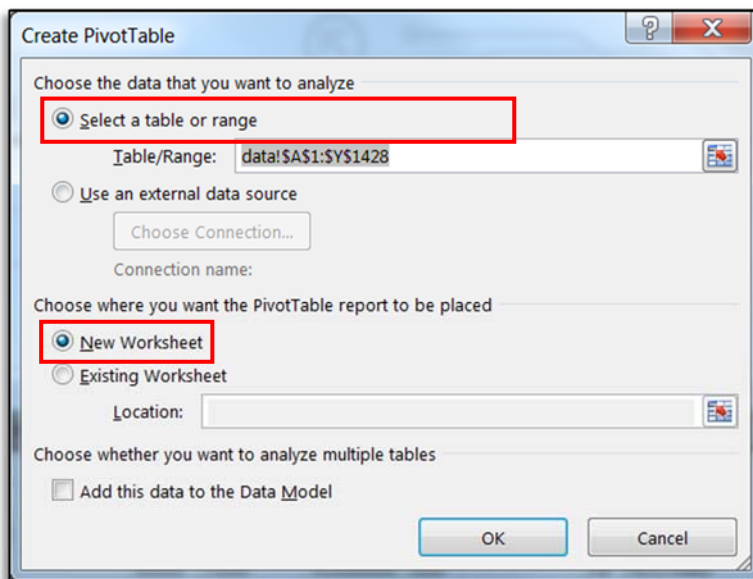
This video will explain and show you how to use basic Pivot Tables in Microsoft Excel. Pivot Tables will allow you to sort and analyze data in a number of different ways.

STEPS

- Begin by selecting the data set that you would like to analyze. Click a cell in the range of cells that contains the data; make sure the range has column headings and that there are no blank rows in the range.
- Select the “Insert” tab, Click “Pivot Table” in the “Tables” group.

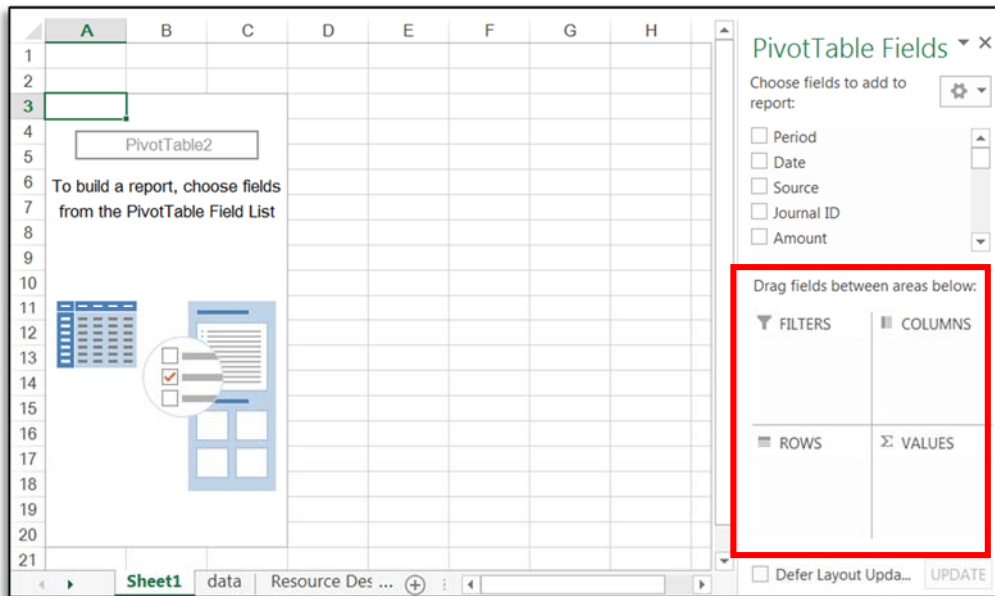


- The range selection is reflected in the “Table/Range” box. Now select “New Worksheet.”

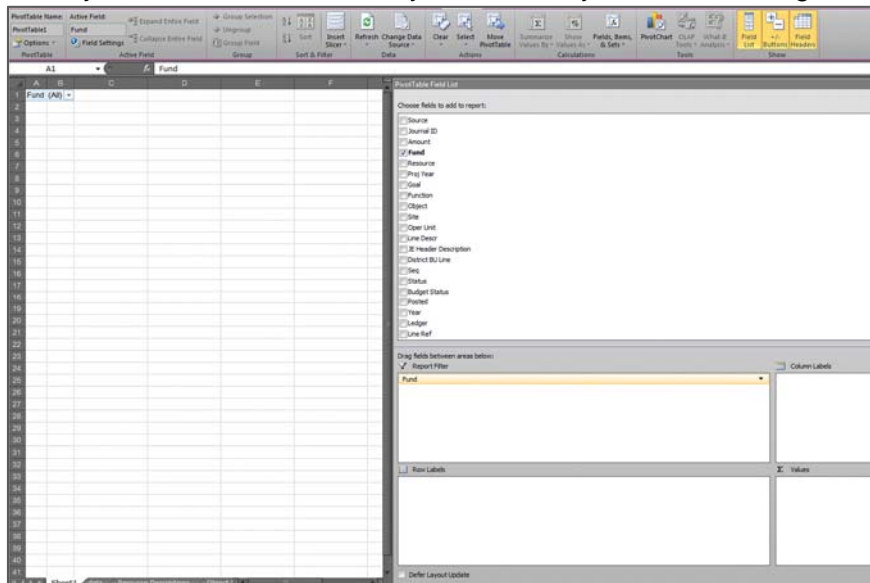


- Click “OK.”

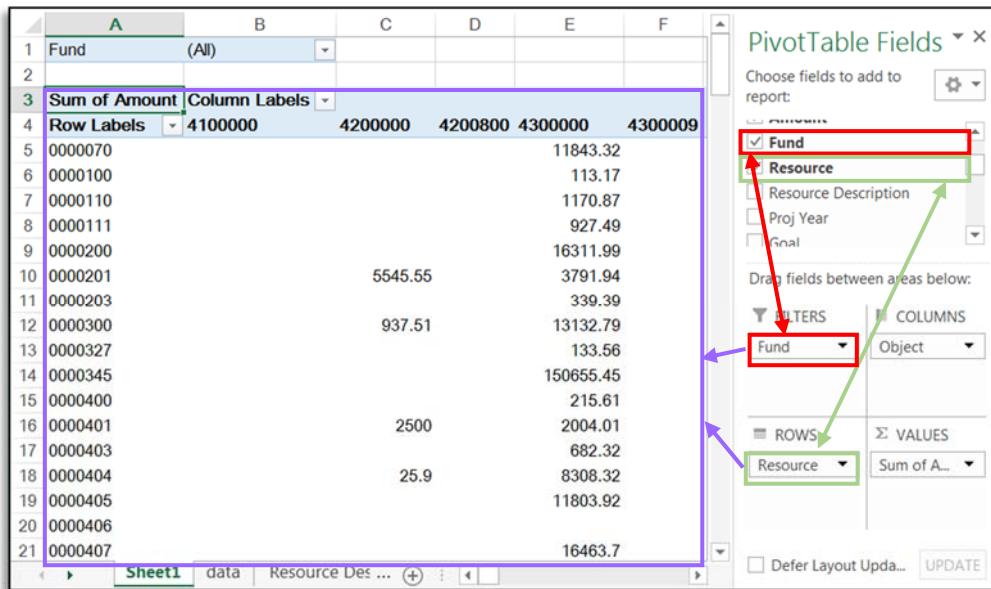
- A grid will appear on the new spreadsheet this is the Empty Pivot Table and a series of data fields and quadrants will appear on the right side called the PivotTable Field List.



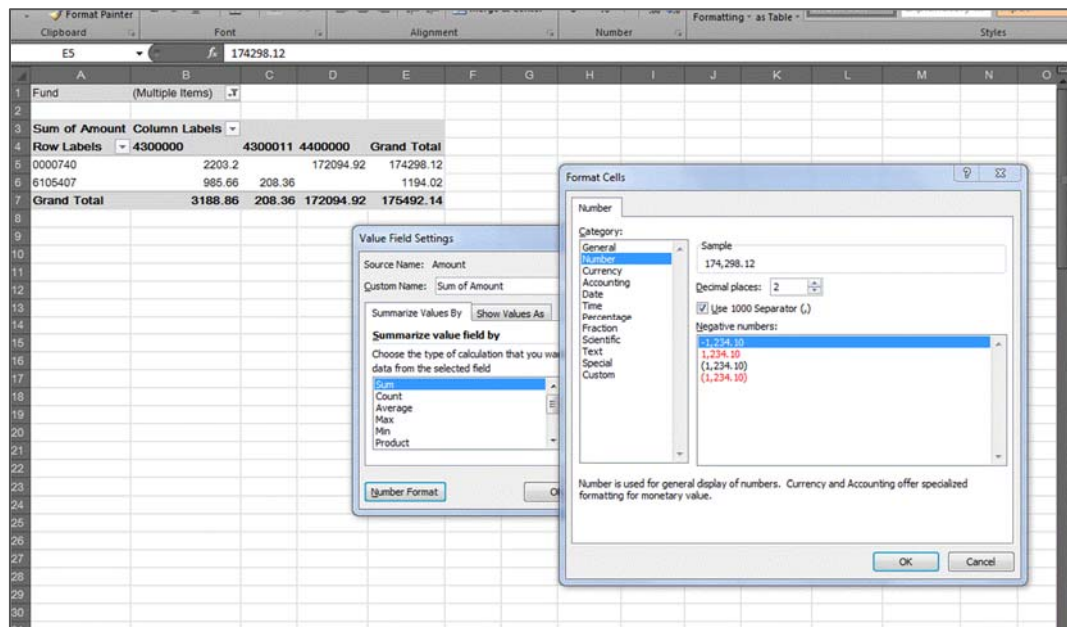
- You will now add fields to the PivotTable by dragging fields to the area in the layout section. Drag “Fund” to the Filter section.
- Once you added fields to the layout area they can be rearranged.



- We now will add:
 - the RESOURCE in the ROWS section
 - the OBJECT in COLUMNS section
 - and the AMOUNT in the VALUES section



- You can Filter on the Fund by clicking the dropdown and clicking the “Select Multiple Items” box. In this example, you can select one or more Funds.
- Format the values by right-clicking in the pivot table and select “Value Field Settings.” Select the “Number” format.



- You will see that it has now pulled in totals for all the data in a couple of clicks. In addition you can continue to add or move data sets to arrange them in different formats.

- By clicking on the PivotTable you have OPTIONS and DESIGN tabs available to further customize the PivotTable.

The screenshot displays an Excel PivotTable and its corresponding PivotTable Fields task pane. The PivotTable is structured as follows:

Row Labels	4100000	4200000	4200800	4300000	4300000
0000070					11843.32
8100					11843.32
0000100					113.17
7110					113.17
0000110					1170.87
7150					1170.87
0000111					927.49
7180					927.49
0000200					16311.99
7400					16156.15
7430					155.84
0000201		5545.55			3791.94
2110		5545.55			3791.94
0000203					339.39
7400					339.39
0000300		937.51			13132.79
2100					855.37

The PivotTable Fields task pane is configured with the following settings:

- Choose fields to add to report:**
 - Goal
 - Function
 - Object
 - Site
 - Oper Unit
 - Line Descr
- Drag fields between areas below:**
 - FILTERS:** Fund
 - COLUMNS:** Object
 - ROWS:** Resource, Function
 - VALUES:** Sum of Amount
- Defer Layout Update
- UPDATE** button