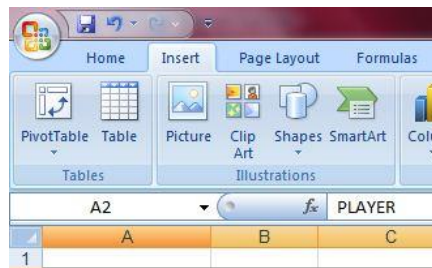**Pivot Tables in Excel**
(Excel 2007)

You have a powerful summary tool with a Pivot Table. It's much like a Totals, Group By or Summary query in a database manager, but it allows even more flexibility.

You can follow along using data called "MLBPayrolls2006.xls"

To start a Pivot Table, select your data (including the headings), then choose from the INSERT menu, "Pivot Table"


It will bring up a dialog box called "Create Pivot Table" and it will first ask you to
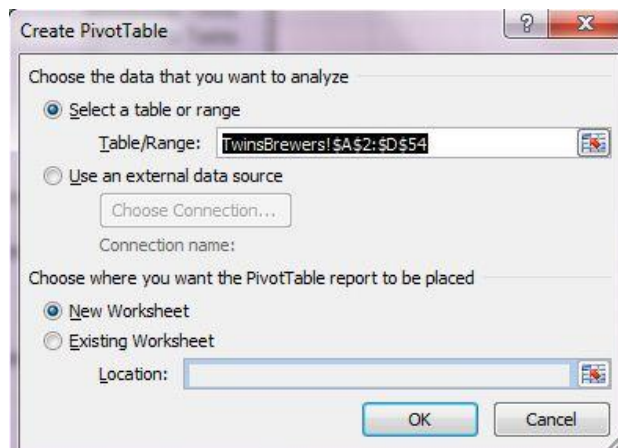
confirm the location of your data. The default should be "select a table or range" and you'll see that it is using cell addresses and the name of the worksheet to identify where your data is stored.

At the bottom of the dialog box it asks where you want the new pivot table stored. The default is in a new worksheet, which I recommend.

Next it will bring up the new worksheet and give you a blank canvas on the left like this:
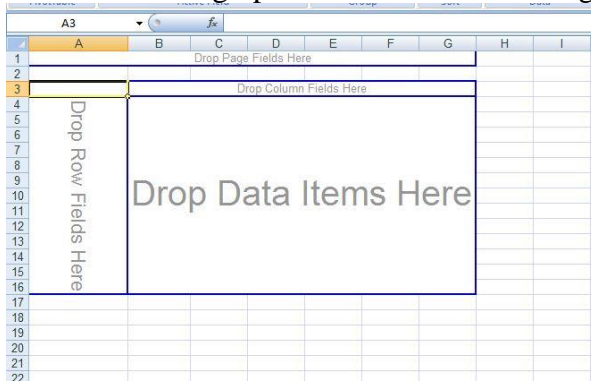

Then on the right side will be a menu-like section with the various options for building your pivot table. Looks like this:

In the top box you'll see your column labels (this is a big reason why you should ALWAYS label your columns!). Any columns that are not labeled simply won't show up here.

At the bottom are four boxes that you can use to set up your pivot table.

Let's start with a simple one. The data in the examples is player-by-player salary data for two baseball teams. It includes each player's position and salary. I want to know the average salary for each position.
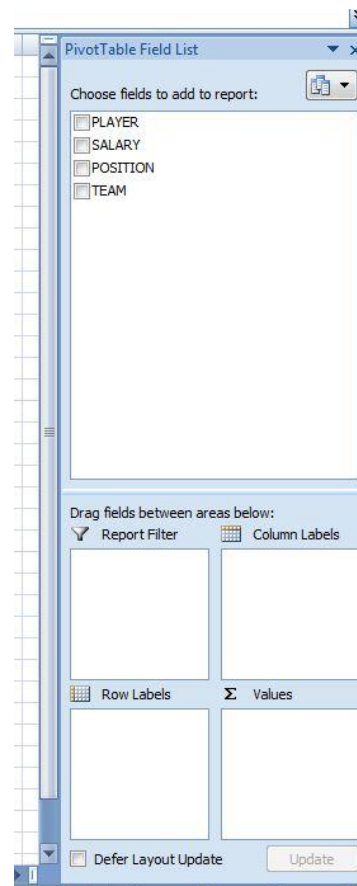
To do that, click on Position in the top. You'll notice that it will likely put that in the "Row labels" section and you'll see the list of positions appear in your diagram space, like this:

That's exactly what we want. We want our answer to be a list of the positions – with just one row for each position – and then we want to show an average salary next to each one.

To do that, we need to put the salary in the "drop data items here" section.

So click on salary in the upper part of the right-side box, and you'll likely see that it will put the salary in our diagram, but it labels it "total" – this doesn't appear to be an average, does it?

So we need to change this. Notice how the Values box in the menu-like section is now populated with "Sum of Salary." If you click on that, it will bring up a menu and at the bottom is "Value Field Settings." Choose that and this dialog box will come up:

See how you can change the math that it's doing. Right now it's set to do "Sum", so choose "Average" instead. You can click on the "number format" button and format the results into Currency.

To sort your results:
Click on the first number in your answer and the menu bar will make available the Sort option.

Some other tutorials:
http://www.youtube.com/watch?v=CuhQ9lSMmjg

http://office.microsoft.com/en-us/excel-help/pivottable-i-get-started-with-pivottable-reports-in-excel-2007-RZ010205886.aspx

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