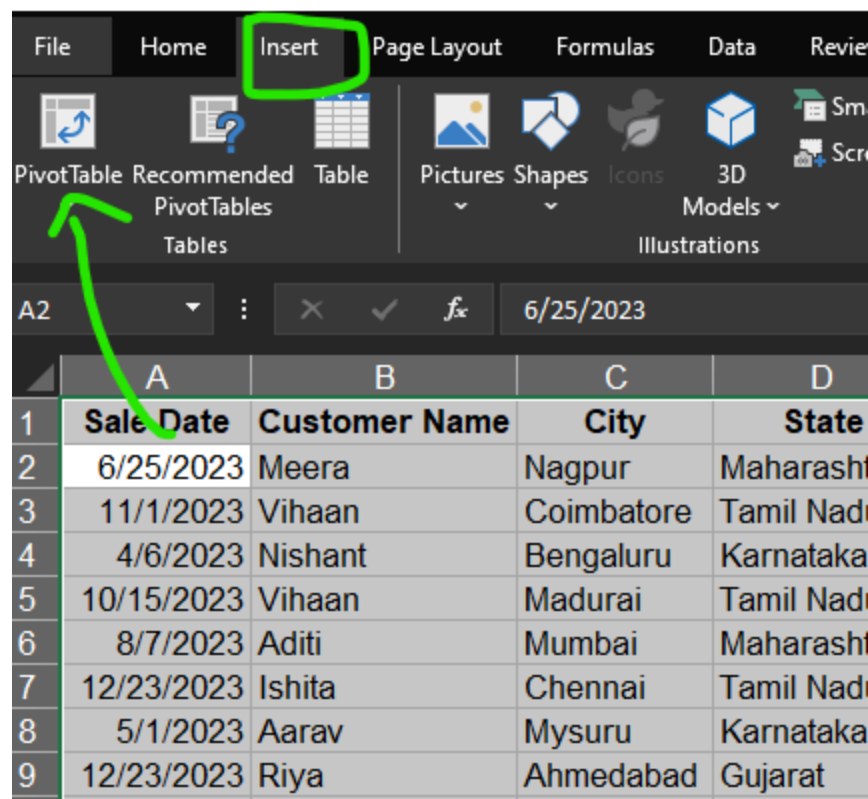
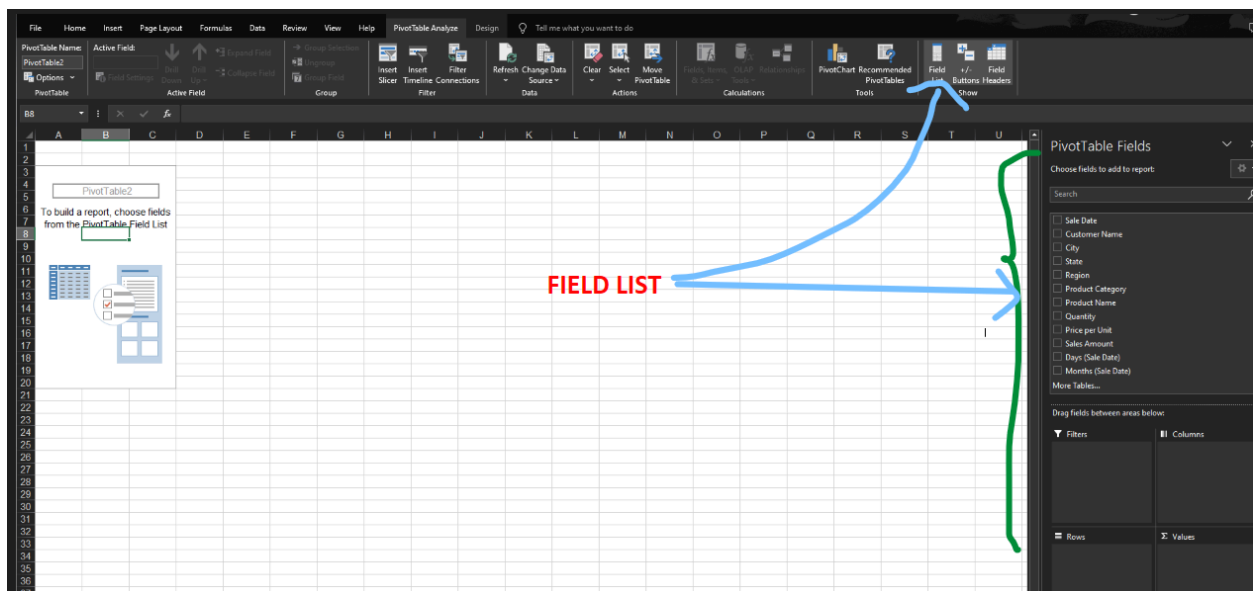
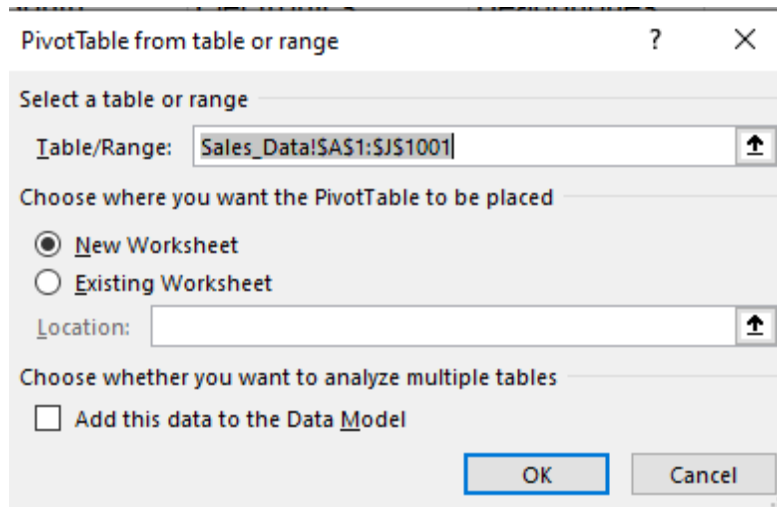


# Excel Pivot Table

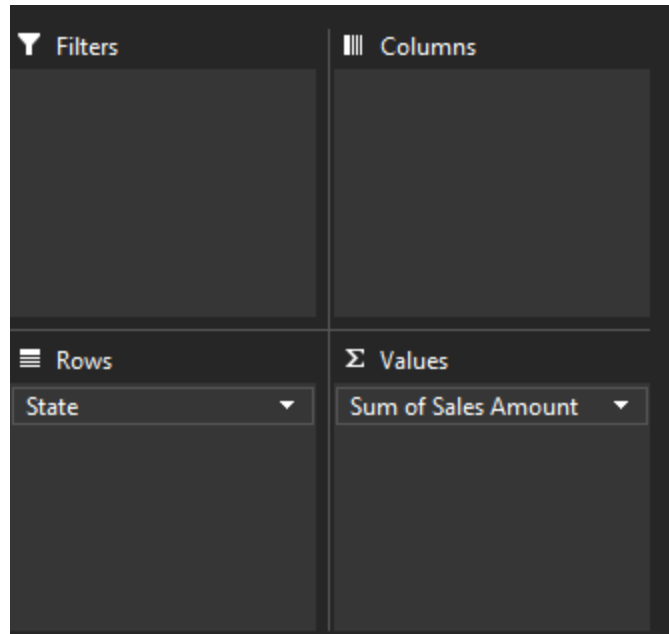
- A **Pivot Table** in Excel is a powerful tool for summarizing, analyzing, exploring, and presenting your data.
- Select the entire data
- Insert tab → Pivot table





- Drag and drop the field you want in in rows/columns

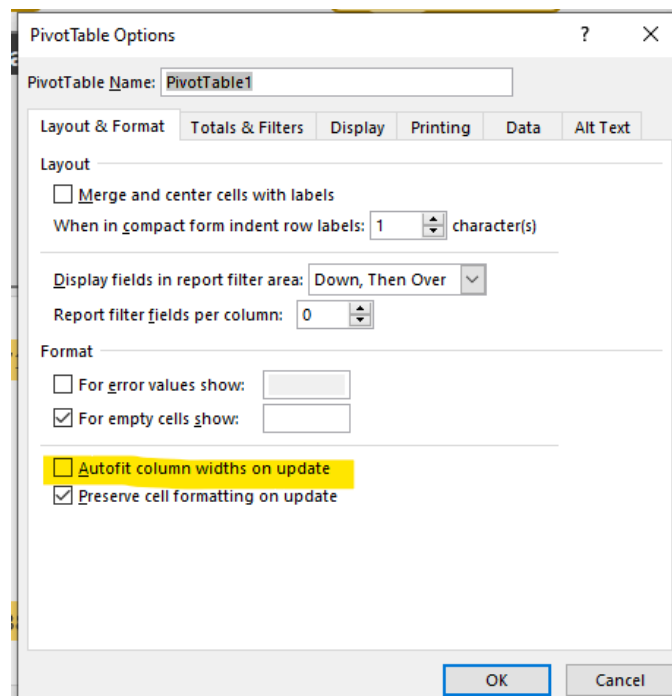
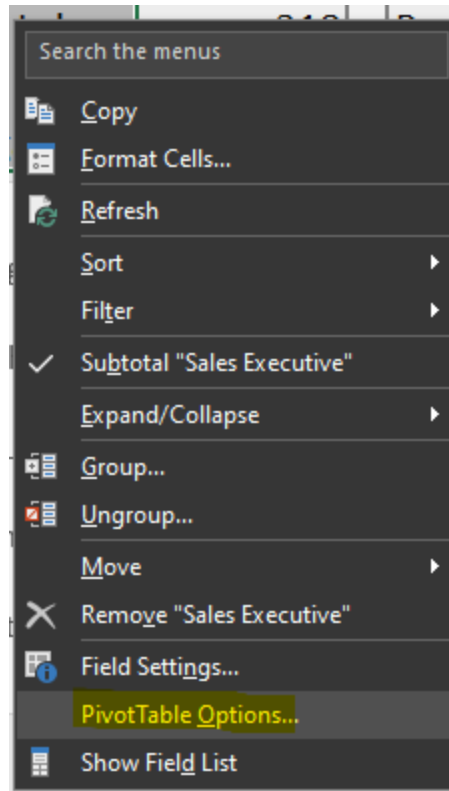
**Ex. Drag state in Rows & Sales Amount in values**



3	Row Labels	Sum of Sales Amount
4	Delhi	5186665.22
5	Gujarat	5135960.16
6	Karnataka	5614399.19
7	Maharashtra	5760949.46
8	Tamil Nadu	5643955.66
9	<b>Grand Total</b>	<b>27341929.69</b>

- You'll see SUM of Sales Amount for each state
  - SUM is default

## Auto fit width



### ***Q. No. of transaction by state***

- Drag & drop state in both **rows & values**

Row Labels	Count of State
Delhi	193
Gujarat	180
Karnataka	212
Maharashtra	207
Tamil Nadu	208
<b>Grand Total</b>	<b>1000</b>

### *Q. Create separate sheet for different categories*

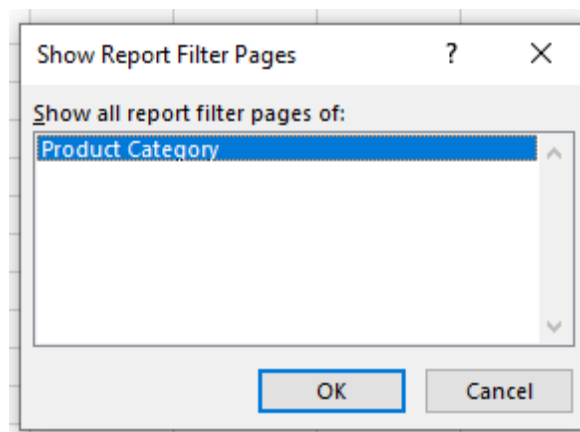
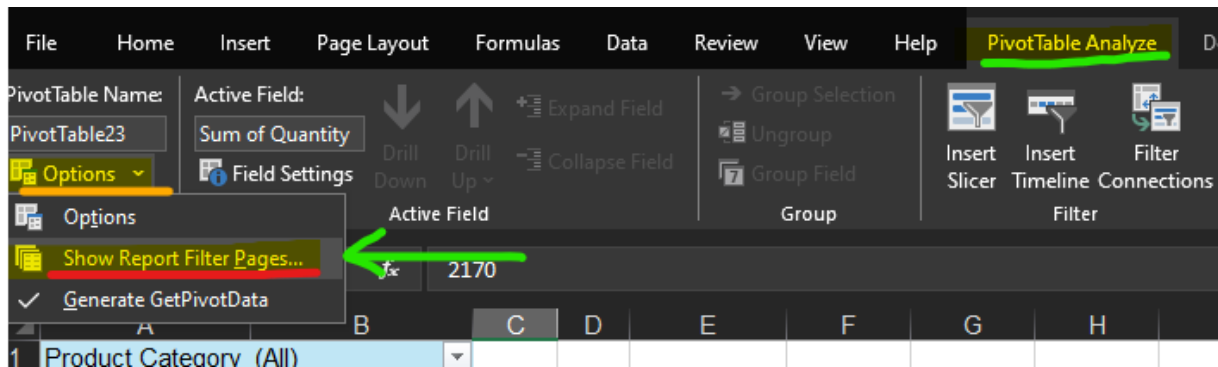
- Add Product Category in **filters**

The screenshot shows the Excel PivotTable task pane with the following configuration:

- Filters:** Product Category
- Columns:** Region
- Rows:** State
- Values:** Sum of Quantity

Product Category (All)				
<b>Sum of Quantity</b>	<b>Column Labels</b>			
<b>Row Labels</b>	<b>North</b>	<b>South</b>	<b>West</b>	<b>Grand Total</b>
Delhi	2067			2067
Gujarat		1933		1933
Karnataka		2170		2170
Maharashtra		2140		2140
Tamil Nadu		2264		2264
<b>Grand Total</b>	<b>2067</b>	<b>4434</b>	<b>4073</b>	<b>10574</b>

Go to PivotTable Analyze → Options → **Show Report Filter Pages**



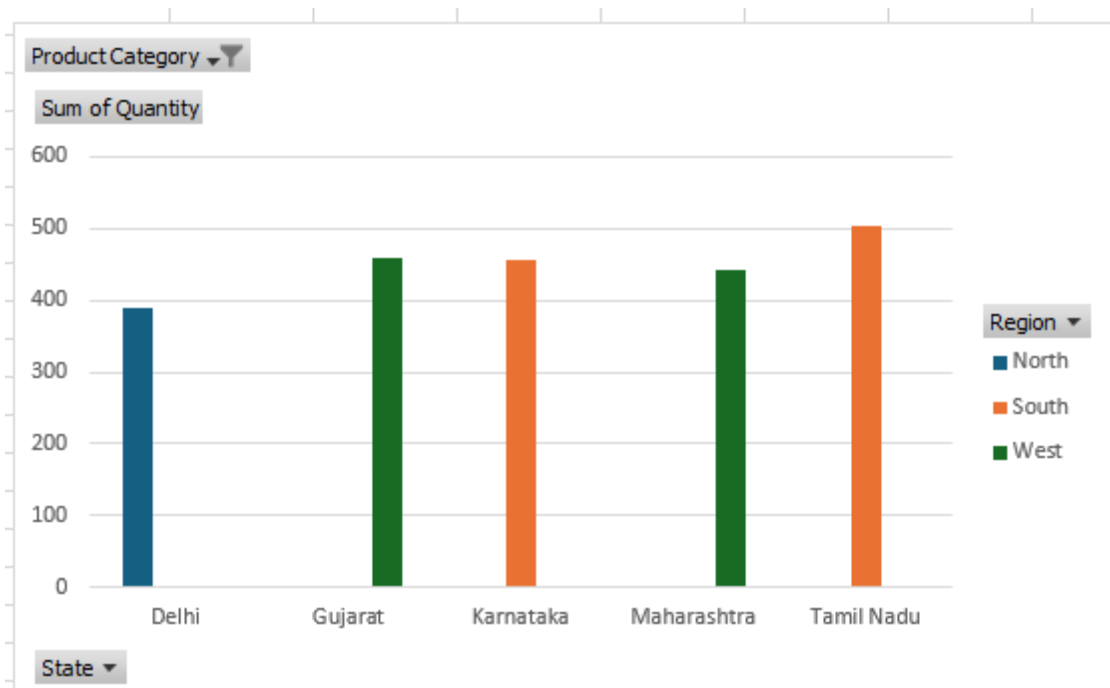
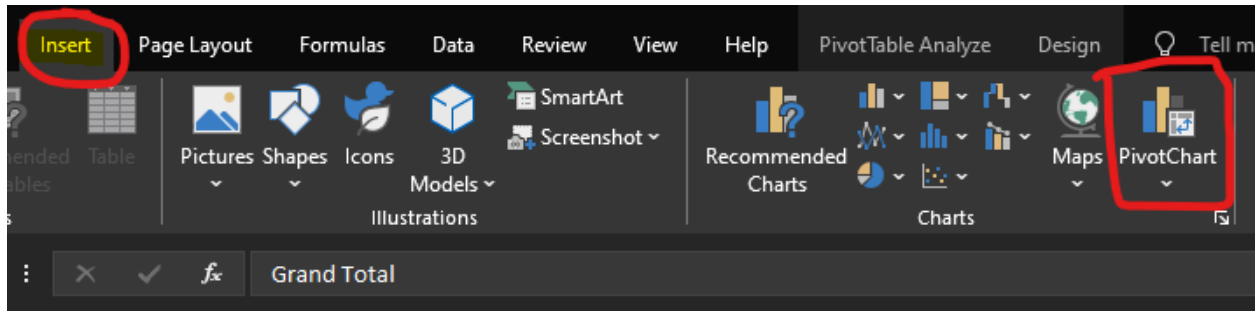
- Different excel tabs will be created for each category



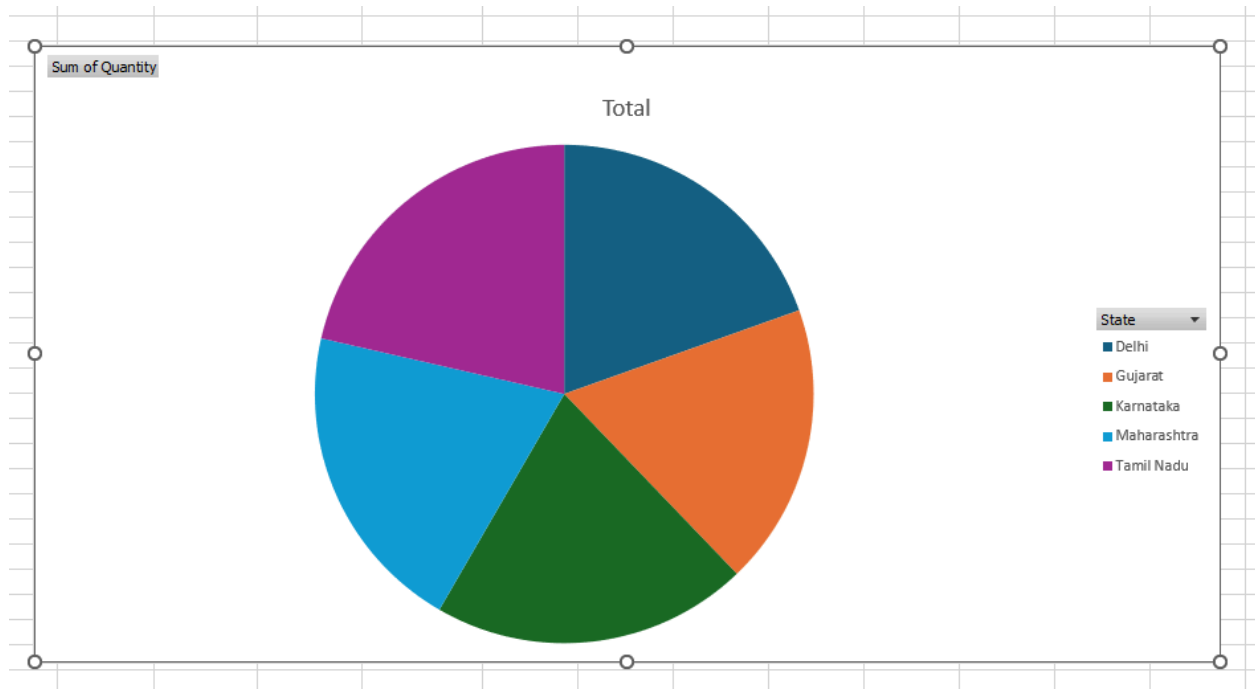
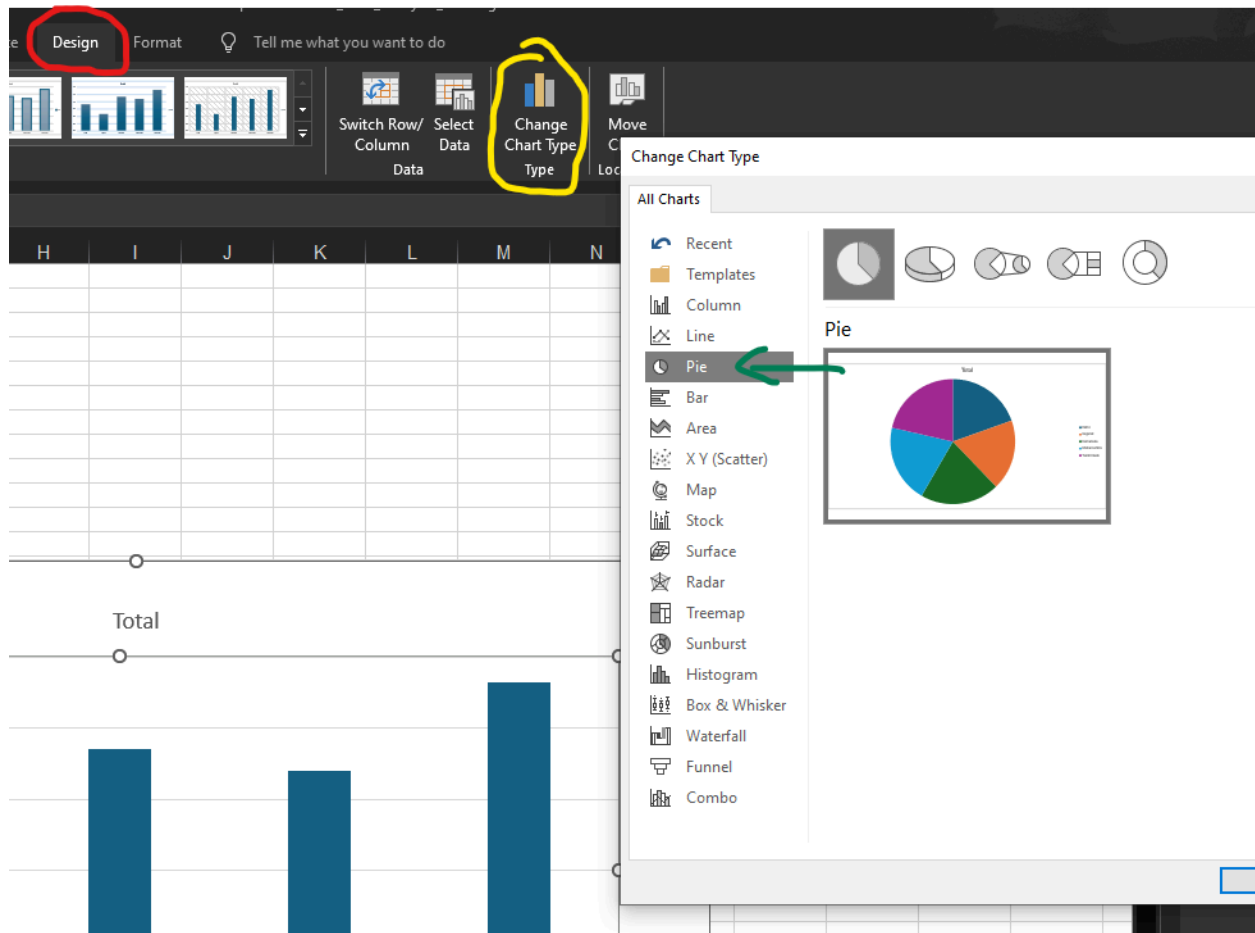
**Show Report Filter Pages** will only be visible if there's any value in **Filters**

# Insert Graph

- Insert → Pivot chart



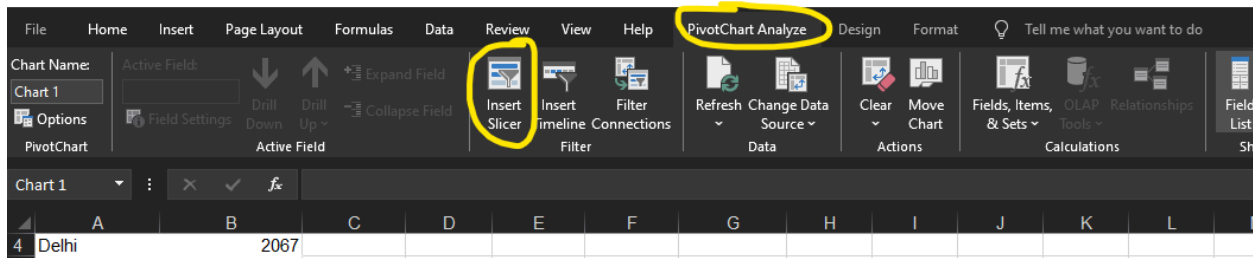
## Change Chart Type



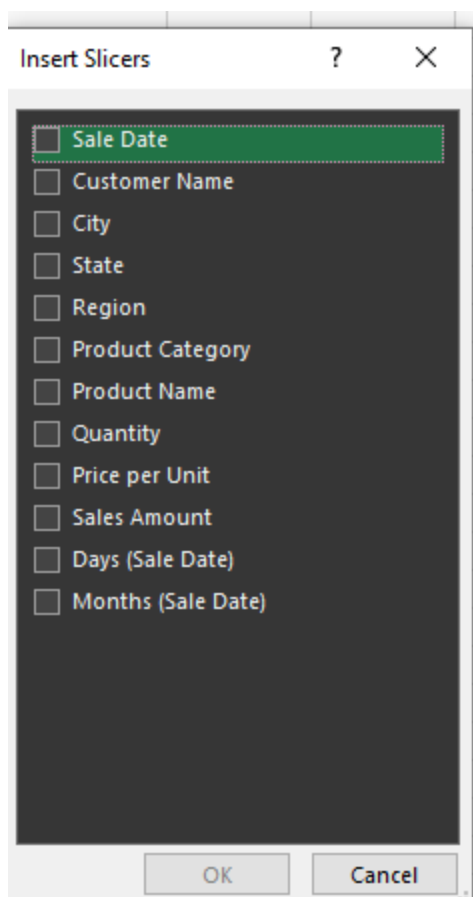


# Slicer

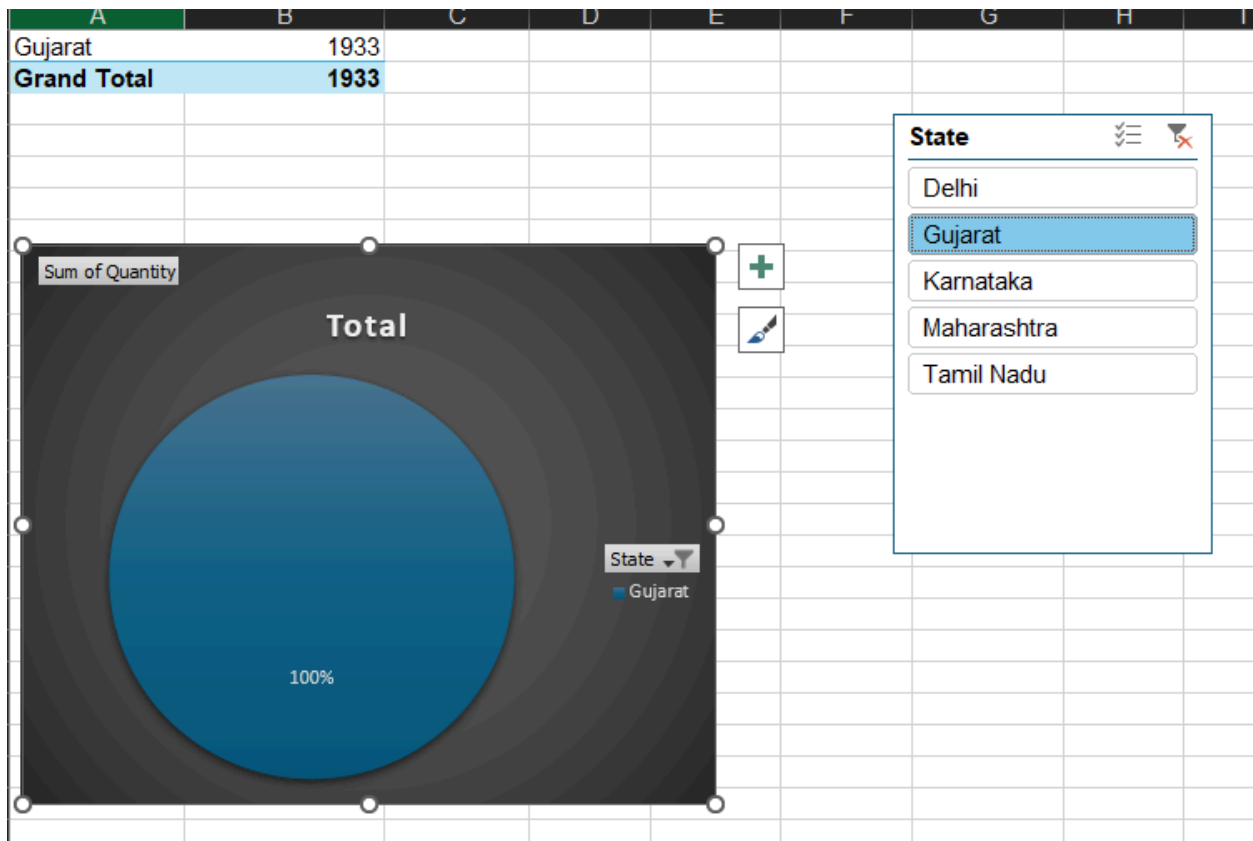
- Pivot chart analyzer → Insert Slicer



- Select the slicer

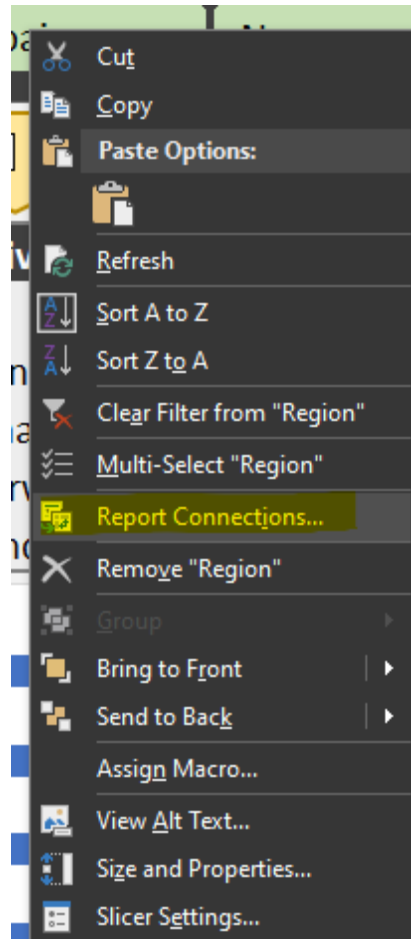


- We selected **State**



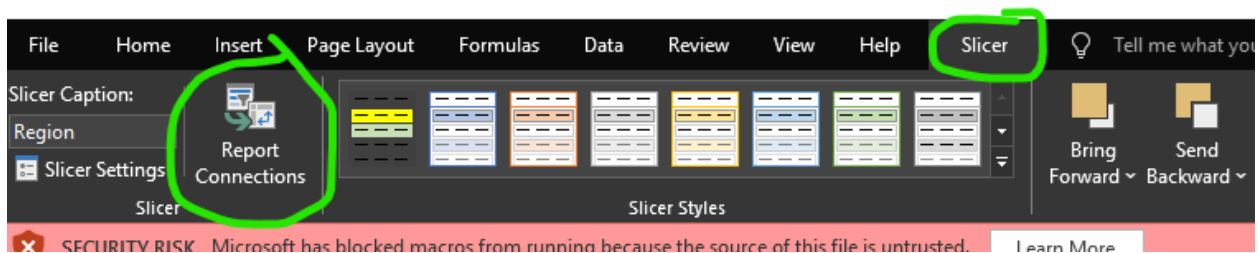
## Link slicer to multiple pivot tables

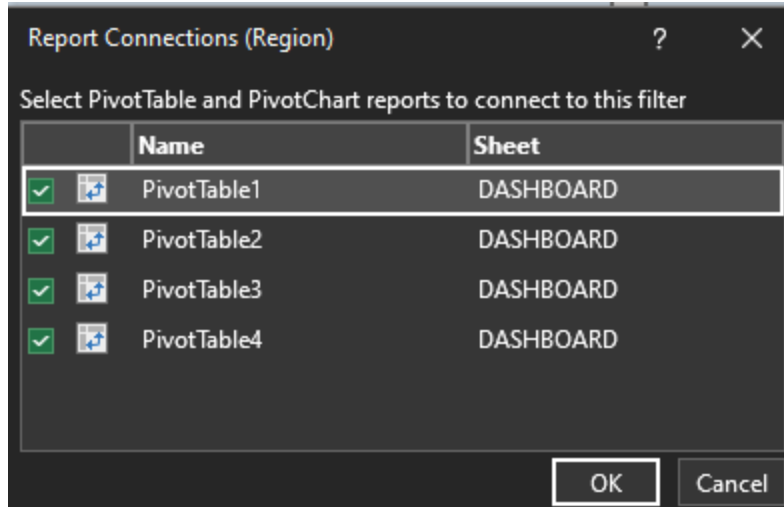
- Right click on slicer → Report Connection



OR

- Slicer tab → Report Connection

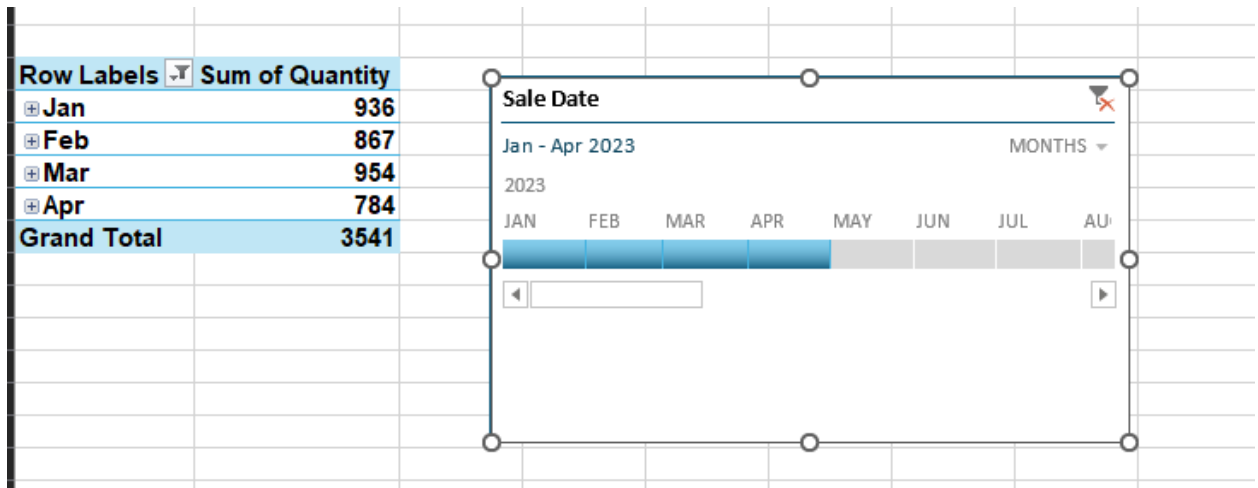
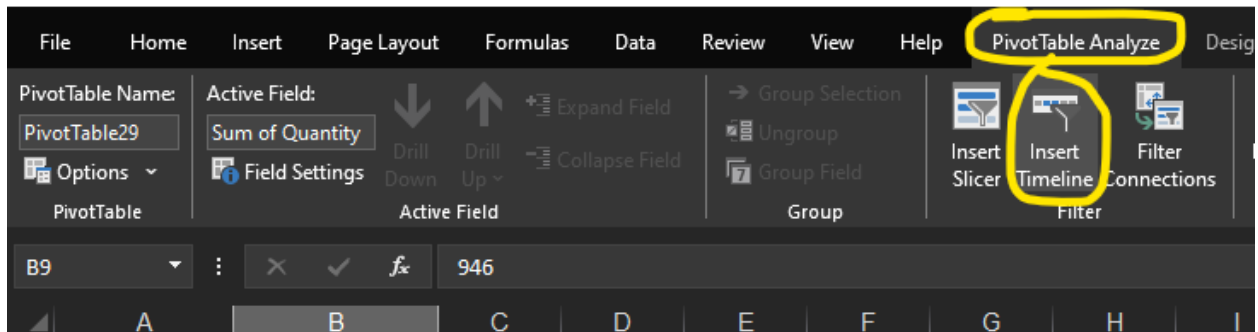




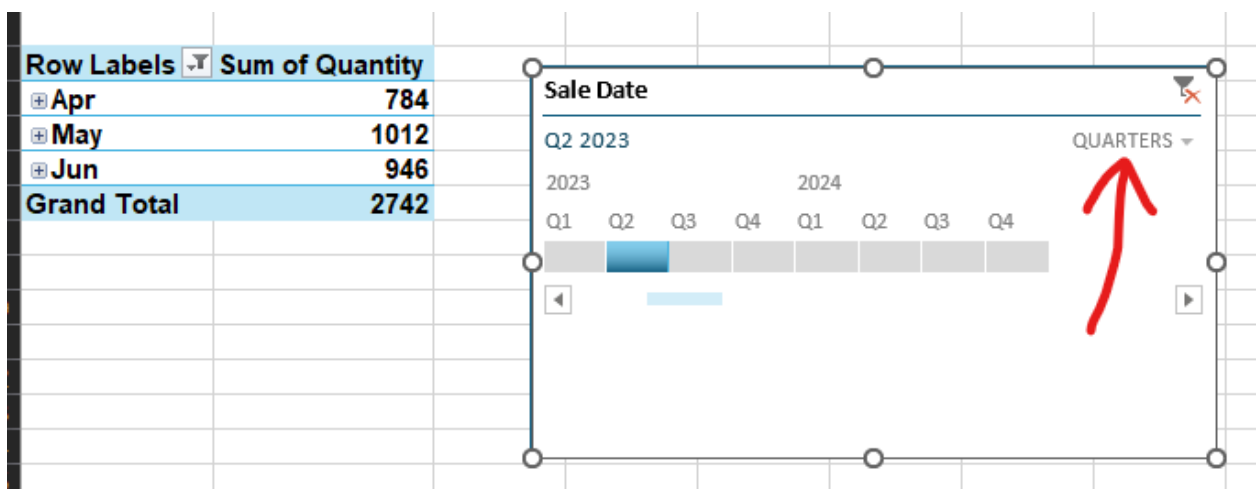
## Timeline (Pivot)

- Drag sales date in Rows
  - Month & Days will auto populate
- Drag quantity in Values

Row Labels	Sum of Quantity
+ Jan	936
+ Feb	867
+ Mar	954
+ Apr	784
+ May	1012
+ Jun	946
+ Jul	790
+ Aug	827
+ Sep	775
+ Oct	994
+ Nov	894
+ Dec	795
Grand Total	10574



- Drag to select multiple



## Top 10 Products

Row Labels	Sum of Quantity
Sort A to Z	568
Sort Z to A	522
More Sort Options...	645
Clear Filter From "Product Name"	519
Label Filters	538
Value Filters	512
	10574

☒ (Select All)
 ☒ Bed
 ☒ Chair
 ☒ Dress
 ☒ Eraser
 ☒ Headphones
 ☒ Jacket
 ☒ Laptop
 ☒ Lentils

Clear Filter  
 Equals...  
 Does Not Equal...  
 Greater Than...  
 Greater Than Or Equal To...  
 Less Than...  
 Less Than Or Equal To...  
 Between...  
 Not Between...  
 Top 10...

Top 10 Filter (Product Name)
 ?
×

Show
 

Top

10


Items

 by
 

Sum of Quantity

OK

Cancel

Row Labels 	Sum of Quantity
Bed	568
Dress	645
Headphones	538
Pants	544
Pen	599
Ruler	626
Shirt	551
Smartphone	624
Sofa	629
Sugar	593
<b>Grand Total</b>	<b>5917</b>