ExperimentNo.1.2

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1. **Aim/Overview of the practical:**
   a) Create a Pivot table to quickly summarize large databases, Group within Pivot Tables.
   b) Create multiple Pivot Tables on a single worksheet.

2. **Code for practical: (a)**

   Step 1 : First prepare data to perform the Pivot table and Group within the pivot table.

   Step 2 : Click anywhere within your data range. After that go to the **"Insert"** tab in the Excel ribbon.

   Step 3 : Click on the **"PivotTable"** button. This will open the **"Create PivotTable"** dialog box.

   Step 4 : In the **"Create PivotTable"** dialog box, make sure the **"Select a table or range"** option is selected and that your data range is correctly displayed in the **"Table/Range"** field.

   Step 5 : Choose where you want to place the pivot table: either a new worksheet or an existing worksheet. Then click ok.

   Step 6 : On the right side, you'll see the **"PivotTable Fields"** pane.

   Step 7 : Drag and drop the following fields into different sections according to your need.

   Step 8 : To get data on **Group by range**. Right-click on the **"Age"** field in the pivot table. Then select **"Group"**.

   Step 9 : In the "Grouping" dialog box, specify the starting and ending values for each group. Then click ok.

	Student Name	Department	Gender	Age	GPA		Sum of GPA	Column Labels			
	John	Computer	Male	20	3.5		Row Labels	Female		Male	Grand Total
	Mary	Computer	Female	21	3.2		19-20		3.9	7.2	11.1
	Alex	Computer	Male	19	3.7		>20		3.2	3	6.2
	Emily	Computer	Female	20	3.9		Grand Total		7.1	10.2	17.3
	Mike	Computer	Male	22	3						

Group by age

Sum of GPA	Column Labels		
Row Labels	19-20	>20	Grand Total
Female	3.9	3.2	7.1
Male	7.2	3	10.2
Grand Total	11.1	6.2	17.3

Code for practical: (b)

Step 1 : To create multiple pivots on the same worksheet just select the table again and click on **"Insert"** tab in the Excel ribbon.

Step 2 : And follow the same steps as described in **part a** of **worksheet 1.2.**

Step 3 : Just the empty area on the worksheet for the pivot table.

Step 4 : And you we be able to see multiple Pivot Tables on a single worksheet. As shown above.