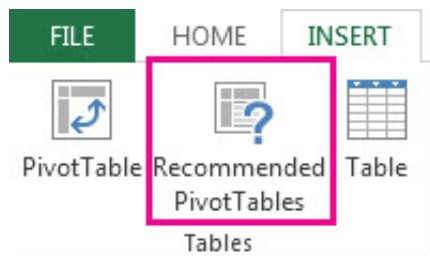


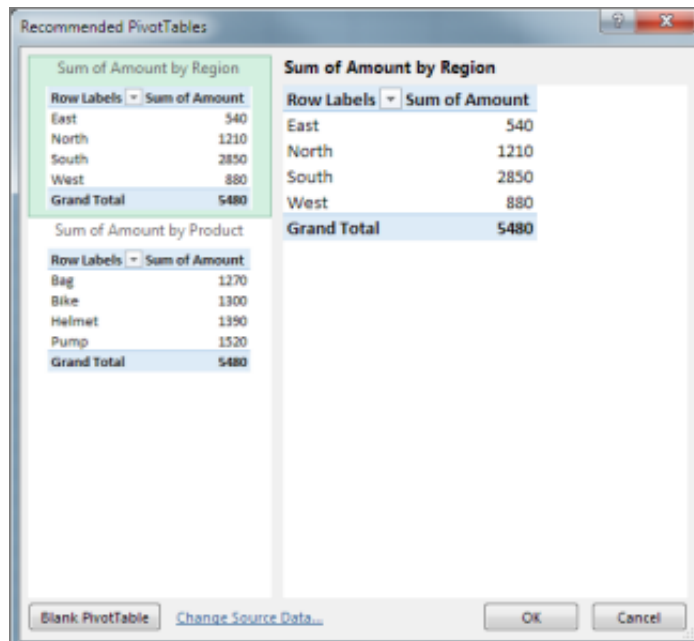
# Create a PivotTable to analyze worksheet data

Being able to analyze all the data in your worksheet can help you make better business decisions. But sometimes it's hard to know where to start, especially when you have a lot of data. Excel can help you by recommending and then automatically creating PivotTables, which are a great way to summarize, analyze, explore, and present your data.

1. Make sure your data has column headings or table headers, and that there are no blank rows.
2. Click any cell in the range of cells or table.
3. Click **Insert > Recommended PivotTables**.



4. In the **Recommended PivotTables** dialog box, click any PivotTable layout to get a preview, and then pick the one that shows the data the way you want.



5. Click **OK**.

Excel places the PivotTable on a new worksheet and shows the **Field List** so you can further [rearrange the PivotTable data](#) as needed.

6. To zero in on the data and arrange it the way you want, you can filter and sort the PivotTable. See [Filter data in a PivotTable](#) and [Sort data in a PivotTable](#).

In the example shown below, **Row Labels** is filtered to show only sales for the South and West regions.

Row Labels	sum of Amount
South	2850
Bag	450
Bike	675
Helmet	600
Pump	1125
West	880
Bag	200
Bike	280
Helmet	280
Pump	120
Grand Total	3730

#### NOTES

- Using a recommended PivotTable is a quick way to get started on the right path. However, you can still create an empty PivotTable to add your own fields and layout. Just click **PivotTable** on the **Insert** tab, instead of **Recommended PivotTables**.
- You can also create a PivotTable [from external data like an Online Analytical Processing \(OLAP\) data source](#), or [base a PivotTable on the Data Model so you can analyze data in multiple tables](#).
- Instead of the **PivotTable and PivotChart Wizard** you could use in earlier versions of Excel, you'll be using the **PivotTable** or **Recommended PivotTables** commands on the ribbon to create PivotTables. However, if you miss the wizard, it's still available. You can [add it to the Quick Access Toolbar](#), or press ALT, D, P to start it.