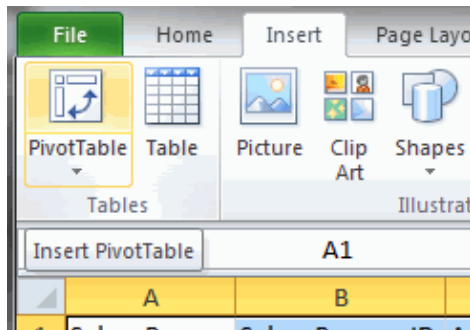


Instructions using import from web:

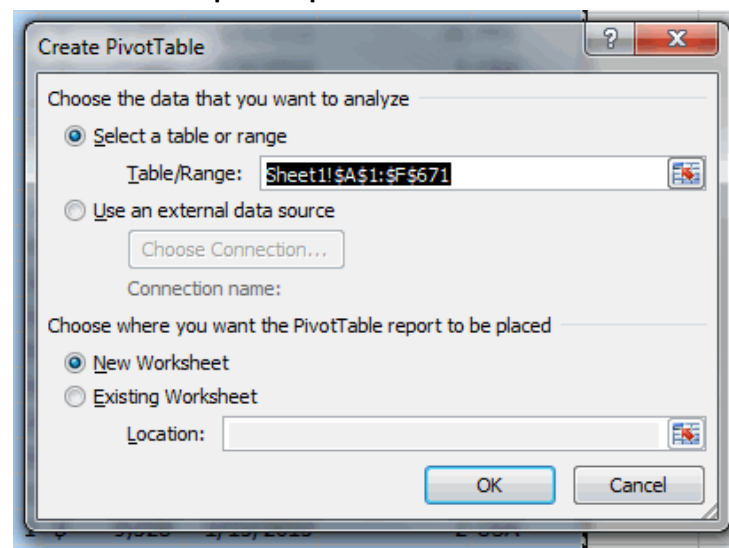
1. Select the data you want to see as a pivot table.

	A	B	C	D	E	F
1	Sales_Person	Sales_Person_ID	Amount	Date_Sold	Customer_ID	Region
2	Tim	4	\$ 9,447	1/1/2013	16	Italy
3	Alex	2	\$ 3,510	1/2/2013	5	USA
4	Tim	4	\$ 5,926	1/3/2013	17	Italy
5	Pat	1	\$ 7,072	1/3/2013	12	Mexico
6	Pat	1	\$ 7,222	1/3/2013	8	Canada
7	Pat	1	\$ 5,021	1/3/2013	8	Canada
8	Pat	1	\$ 9,400	1/4/2013	9	Canada
9	Alex	2	\$ 8,902	1/4/2013	4	USA
10	Matt	5	\$ 8,757	1/4/2013	24	India
11	Matt	5	\$ 6,585	1/5/2013	22	PRC
12	Matt	5	\$ 8,800	1/6/2013	21	PRC

2. Go to the "Insert" tab in the ribbon menu. Click PivotTable.

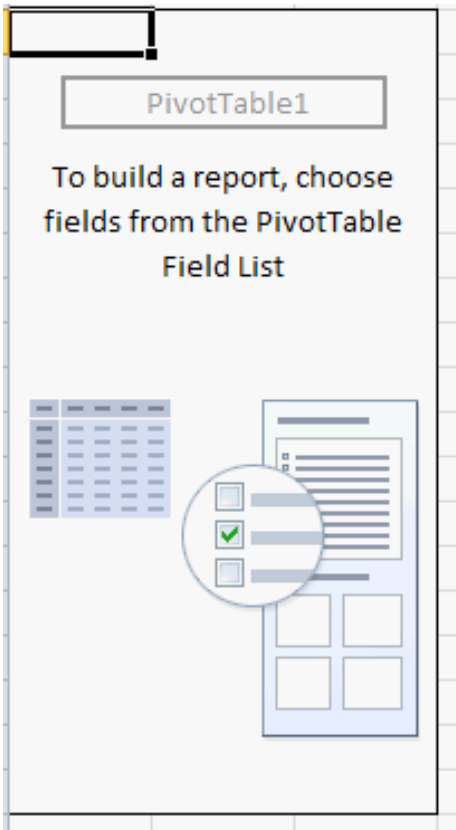


3. Decide where to put the pivot table.

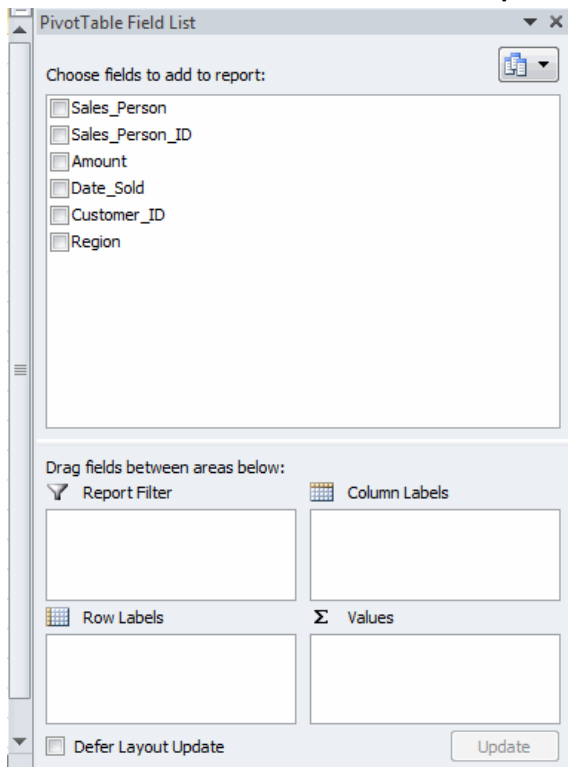


Note by default it will place it in a new worksheet.

4. The pivot table will appear as an object on the sheet.



5. On the right side of the screen a menu will appear. You can drag the names of the fields into rows, columns, and values areas to manipulate the pivot table.



6. Decide where to put the data. Note the sum amount are not formatted as dollars.

The screenshot shows a PivotTable in Excel with the following data:

Row Labels	Sum of Amount
Alex	1043656
Matt	853183
Pat	1173846
Tim	1140963
Ty	312529
<b>Grand Total</b>	<b>4524177</b>

The PivotTable Field List task pane is open on the right, showing the following configuration:

- Choose fields to add to report:**
  - ☒ Sales\_Person
  - ☐ Sales\_Person\_ID
  - ☒ Amount
  - ☐ Date\_Sold
  - ☐ Customer\_ID
  - ☐ Region
- Drag fields between areas below:**
  - Report Filter:** (Empty)
  - Column Labels:** (Empty)
  - Row Labels:** Sales\_Person
  - Values:** Sum of Amount

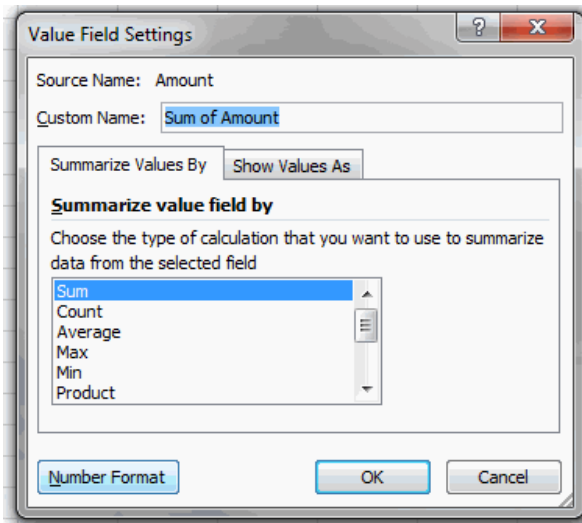
7. Format a field by clicking on the black down arrow on the right of the field name and select "Value Field Settings" from the menu.

The screenshot shows the context menu for the "Sum of Amount" field in the Values area of the PivotTable. The menu options are:

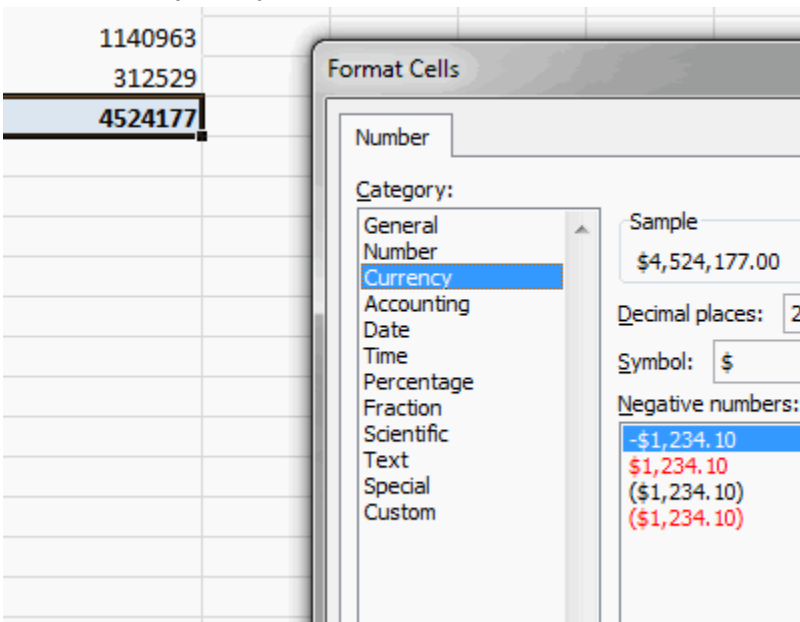
- Move to End
- Move to Report Filter
- Move to Row Labels
- Move to Column Labels
- Move to Values
- Remove Field
- Value Field Settings...** (highlighted)

The "Sum of Amount" field is visible at the bottom of the menu.

- Click the “Number format” button.



- Set to currency then press “OK”.



- The sum amount is now correctly formatted.

Row Labels	Sum of Amount
Alex	\$1,043,656.00
Matt	\$853,183.00
Pat	\$1,173,846.00
Tim	\$1,140,963.00
Ty	\$312,529.00
<b>Grand Total</b>	<b>\$4,524,177.00</b>