

PIVOT TABLES

Pivot tables are among the most useful and powerful features in [Excel](#). We use them in summarizing the data stored in a table. They organize and rearrange statistics (or "pivot") to draw attention to the valuable facts. You can take an extremely large data set and see the relevant information you need in a clean, concise, manageable way.

Sample Data

The sample data that we are going to use contains 448 records with 8 fields of information on the sale of products across different regions between 2013-2015. This data is perfect to understand the pivot table.

A	B	C	D	E	F	G	H
Sales Past Three Years							
2013 - 2015							
Year	Month	Type	Salesperson	Region	Sales	Units	Order #
2013	January	Ice Cream	Bishop	West	\$2,395.50	1597	001
2013	January	Ice Cream	Bishop	West	\$11,761.50	7841	002
2013	January	Frozen Yogurt	Bishop	West	\$8,943.00	5962	003
2013	January	Ice Cream	Bishop	West	\$2,395.50	1597	004
2013	January	Ice Cream	Bishop	West	\$11,761.50	7841	005
2013	January	Frozen Yogurt	Bishop	West	\$8,943.00	5962	006
2013	January	Frozen Yogurt	Lee	Central	\$14,596.50	9731	007
2013	January	Tasty Treats	Lee	Central	\$8,793.00	5862	008
2013	January	Frozen Yogurt	Lee	Central	\$14,596.50	9731	009
2013	January	Tasty Treats	Lee	Central	\$8,793.00	5862	010
2013	January	Ice Cream	Parker	North	\$4,666.00	5623	011
2013	January	Ice Cream	Parker	North	\$7,318.50	4879	012
2013	January	Ice Cream	Parker	North	\$4,666.00	5623	013
2013	January	Ice Cream	Parker	North	\$7,318.50	4879	014
2013	January	Popsicles	Pullen	South	\$3,553.50	2369	015
2013	January	Popsicles	Pullen	South	\$3,553.50	2369	016
2013	January	Frozen Yogurt	Watson	Central	\$14,596.50	9731	017
2013	January	Tasty Treats	Watson	Central	\$8,793.00	5862	018
2013	January	Frozen Yogurt	Watson	Central	\$14,596.50	9731	019
2013	January	Tasty Treats	Watson	Central	\$8,793.00	5862	020
2013	February	Ice Cream	Bishop	West	\$4,887.00	3258	021
2013	February	Ice Cream	Bishop	West	\$4,887.00	3258	022

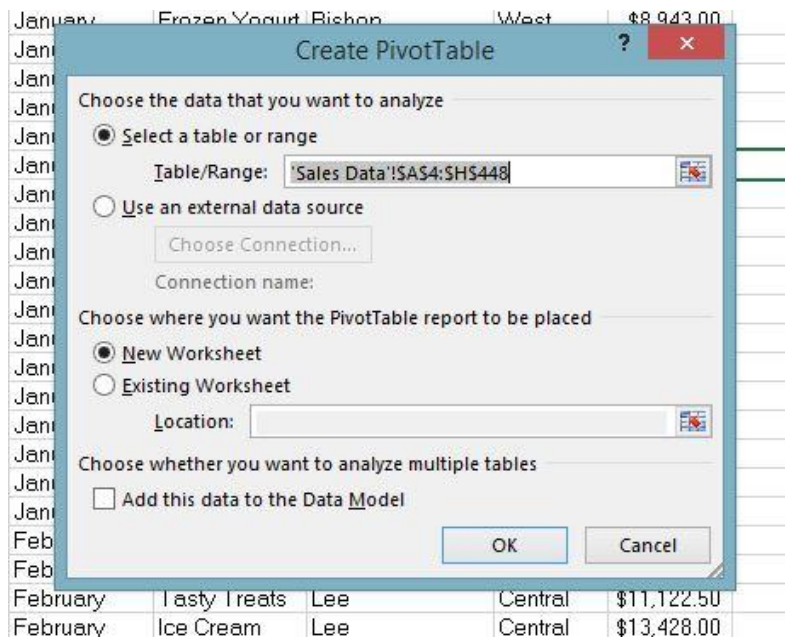
Insert Pivot Tables

To insert a pivot table in your sheet, follow these steps:

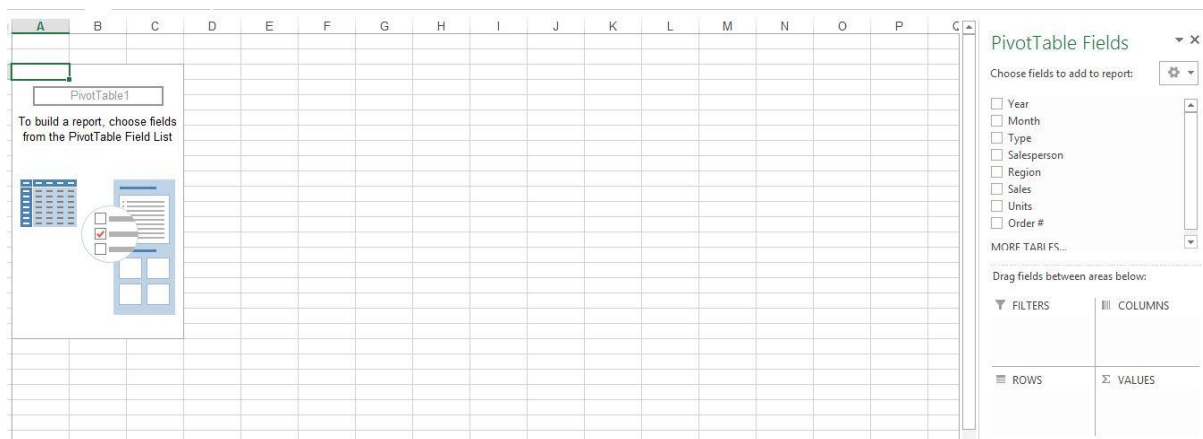
- Click on any cell in a data set.
- On the Insert tab, in the Tables group, click Pivot Table.



A dialog box will appear. Excel will auto-select your dataset. It will also create a new worksheet for your pivot table.



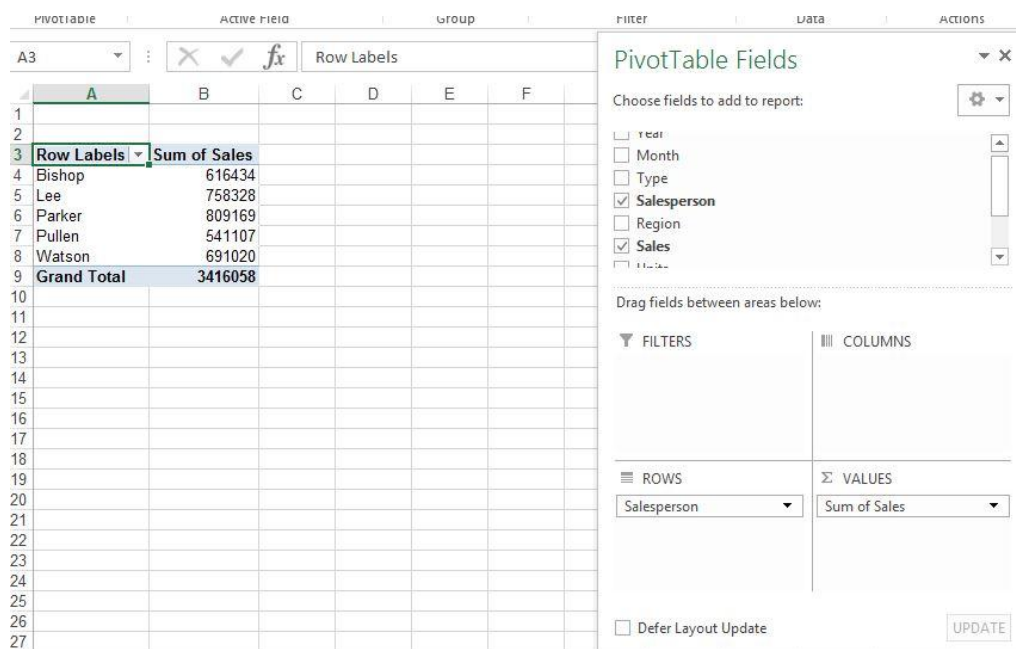
Click Ok. Then, it will create a pivot table worksheet.



Drag Fields

To get the total sales of each salesperson, drag the following fields to the following areas.

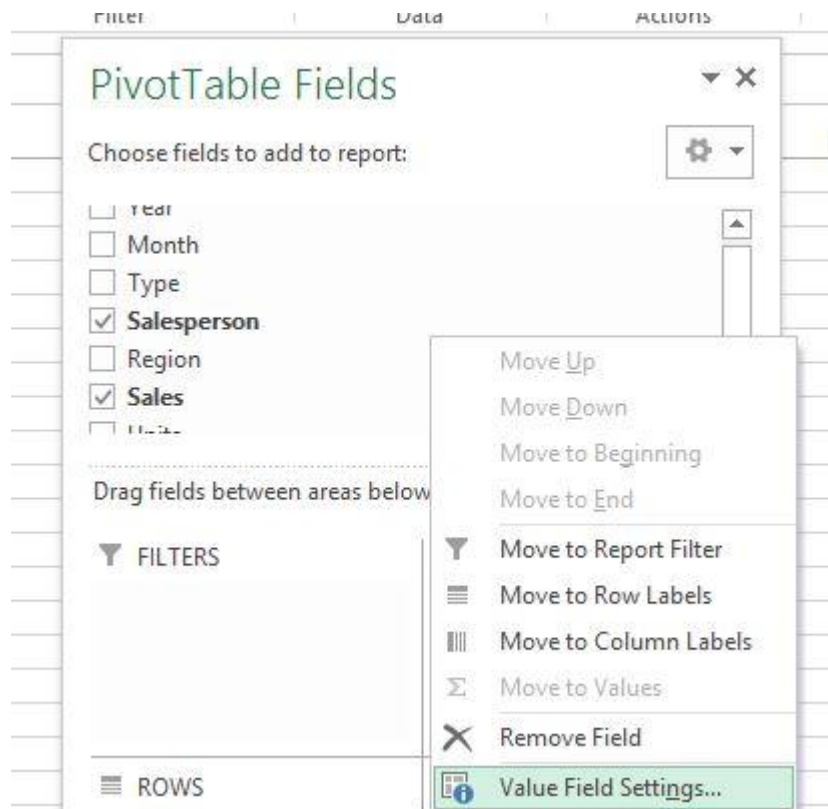
- Salesperson field to Rows area.
- Sales field to Values area.



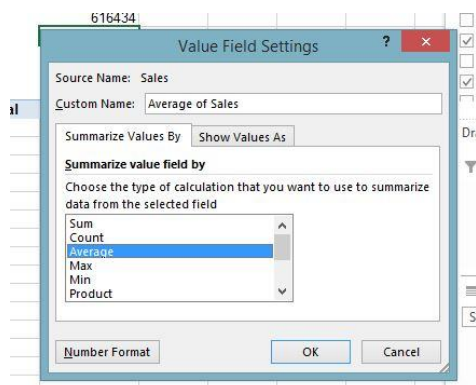
Value Field Settings

By default, Excel gives the summation of the values that are put into the Values section. You can change that from the Value Field Settings.

- Click on the Sum of Sales in the Values field.



- Choose the type of calculation you want to use.



Click OK.

Row Labels	Average of Sales
Bishop	6849.266667
Lee	7899.25
Parker	7933.029412
Pullen	6441.75
Watson	9597.5
Grand Total	7693.824324

Sorting By Value

- Right-click any Sales value and choose Sort > Sort Largest to Smallest.

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Sum of Sales
Bishop	6104.34
Lee	7503.00
Parker	8000.00
Pullen	5400.00
Watson	6900.00
Grand Total	34907.34

A context menu is open over the 'Sum of Sales' column. The 'Sort' option is selected, and a sub-menu is displayed with the following options:

- Sort Smallest to Largest
- Sort Largest to Smallest
- More Sort Options...

Result:

Row Labels	Sum of Sales
Parker	809169
Lee	758328
Watson	691020
Bishop	616434
Pullen	541107
Grand Total	3416058