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# 3.2 Pivot Tables: Creation & Specification

## Creating a pivot table

To summarise large datasets efficiently, create a **pivot table**:

1. **Select the data range** including column headers.
2. Go to **Insert > PivotTable**.
3. Choose where to place the pivot table (new worksheet or existing one)【344251626652819†L270-L305】.
4. In the **PivotTable Fields** pane, drag fields to the **Rows**, **Columns** and **Values** areas【344251626652819†L341-L400】.

## Specification and configuration

* **Rows area** – Fields placed here define row labels.
* **Columns area** – Fields placed here define column labels.
* **Values area** – Numerical fields summarised using functions such as Sum, Count, Average or custom calculations.
* **Filters area** – Fields used to filter the entire pivot table.

Pivot tables can also be built from external data sources such as Excel Data Model or Power BI【344251626652819†L341-L400】.

## Example

Summarise sales data by dragging **Region** to Rows, **Quarter** to Columns and **Revenue** to Values. The pivot table will display total revenue for each region by quarter.

## Summary

Pivot tables allow users to rapidly rearrange and summarise data without writing formulas. Proper specification of fields enables flexible analysis of multidimensional data【344251626652819†L270-L305】.

## Reflection questions

1. What is the purpose of the Values area in a pivot table?
2. How can filters enhance pivot table analysis?
3. Describe the steps required to create a pivot table from a dataset.

## References