

# Lecture Note #18: PivotTables Part #4

BUSI 201: Business Data Analysis

Fall 2023

## Topic 1. PivotTables: Slicers

Last lecture, we talked about various ways we can apply filters to analyze data using PivotTables. However, if we must switch between different filters many times or if we want to apply filters with many conditions, ordinary filtering may not be the best tool at our disposal. In such scenarios, we can use slicers to apply more complicated filters, and switch between filters rapidly. Navigate to PIVOT-SLICER in the workbook BUSI201-LEC18-Workbook.xlsx.

Suppose we are interested in the total transaction amount by payment method - state. That is, each row variable should be the field State, and the column variable should be the Payment Method, and each value should be the Sum of Total. Suppose also that we are interested in this information, but by each specific item as well. Then we may achieve this goal by adding Item as the filter variable. Following this line of thought, we should be able to create the PivotTable depicted in Figure 1.

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable and its corresponding PivotTable Fields pane. The PivotTable is located in the range A1:I27. It has 'Item' in Row 1, 'Chairs' in Column J, and 'Sum of Total' in Column K. The columns are labeled 'State', 'ACH', 'Cash', 'Credit Card', 'PayPal', and 'Personal Check'. The rows are labeled with states: IA, IL, MI. The values represent the sum of totals for each payment method per state. The PivotTable Fields pane on the right lists fields: Order #, Date, State, Department, Item, Payment Method, and Total. Under 'Rows', 'State' is selected. Under 'Values', 'Sum of Total' is selected. Under 'Filters', 'Item' is selected. Under 'Columns', 'Payment Method' is selected.

Figure 1: Individual Filters

The issue with this method is that rotating between different filters is a bit awkward, as we must click and set new filters every time we want to move between filters. Another way to deal with this issue may be to add the Item field in either the columns or rows box. An example can be seen in Figure 2. Either method is not necessarily optimal, since the second option tends to generate a table that is too “wide” or “tall” to fit in one page. Here, we can make use of slicers to easily apply, and swap between filters.

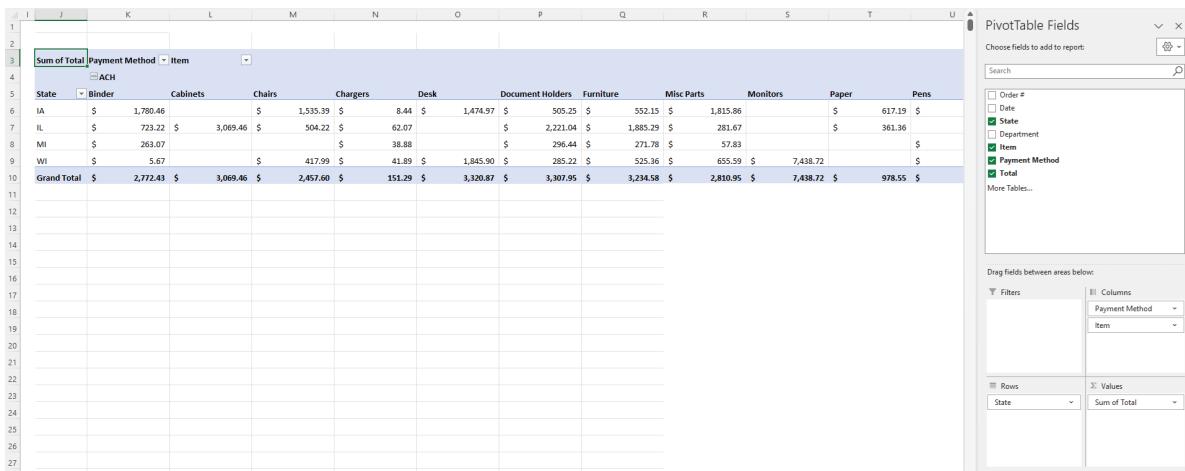


Figure 2: Creating Larger Tables

## Applying Slicers

To apply slicers, click on the PivotTable, and navigate to **PivotTable Analyze**, and select **Insert Slicer**. Then, a new window should pop-up, with a list of all variables that are available in the dataset selected for the active PivotTable. Figure 3 shows us what this pop-up window should look like in the **blue box**. Lets see what slicers can do for us, by selecting the fields **Item** and **Department** to add as slicers, and select **Ok**.

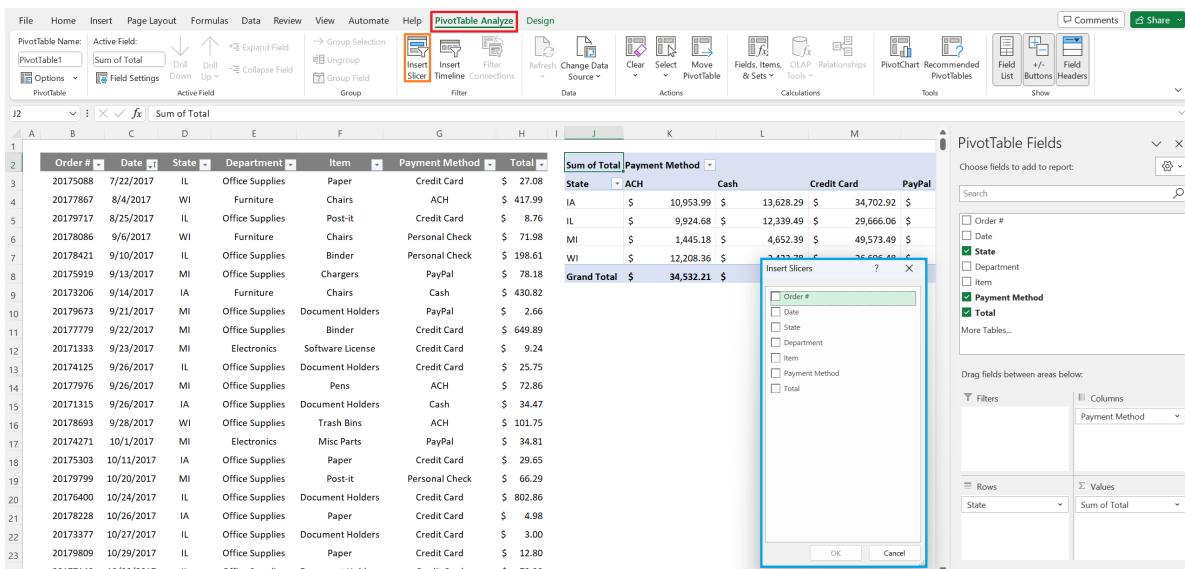


Figure 3: Inserting Slicers

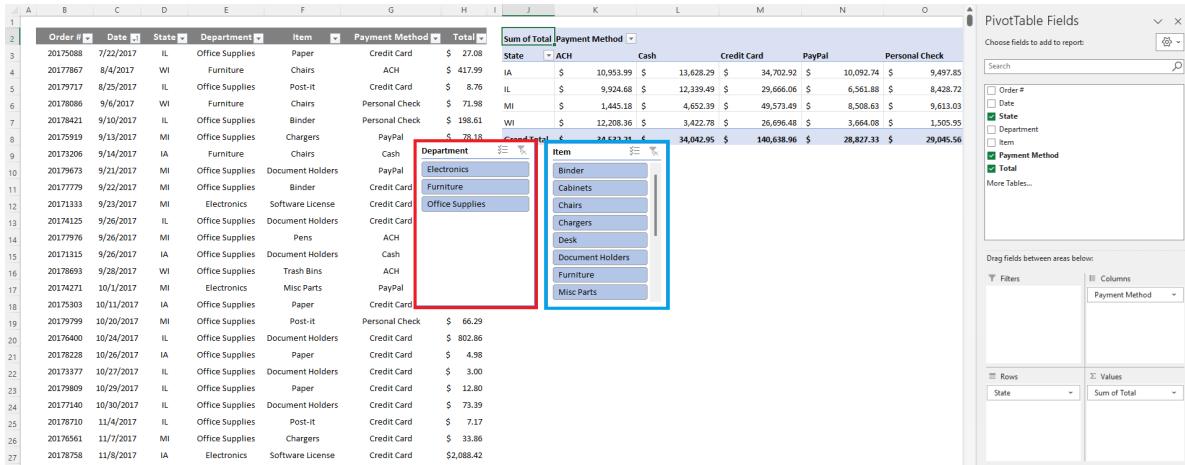


Figure 4: Slicers: Department and Item

Figure 4 shows us what slicers look like in Excel. They are essentially control panels on a dashboard, which will automatically filter data. Suppose you wanted to see the state-payment method data for transactions on office supplies exclusively. Then, you can simply left click **Office Supplies** in the **red box**. Please see Figure 5 to see what happens when we apply the filter on **Electronics** using slicers.

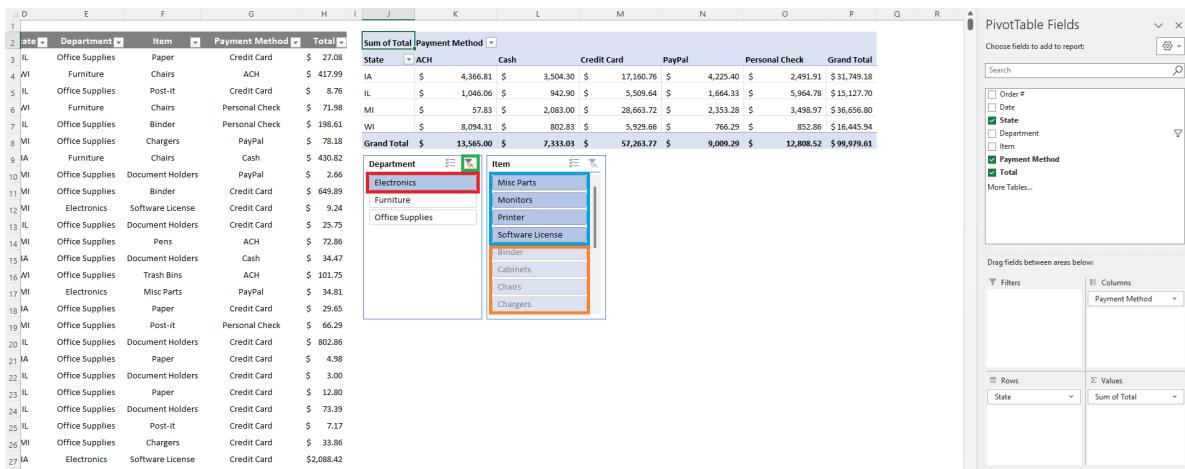


Figure 5: Slicers: Electronics Filtered

Notice that the slicers also tell us which of the variables are subcategories of **Electronics**, which show up in the **blue box**. Meanwhile, the elements in the **Item** field that does not appear under the item **Electronics** will show up in the **orange box**, and will be faded out. To remove filters in slicers, click the **Clear Filter** icon on the top right corner of the slicer window.

## Remove the “Faded” Items from View

In Figure 5, we noticed that elements are faded out when they do not survive the filtering. We may also set up Excel so that these terms are not faded out, but hidden from view completely.

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable. The PivotTable has columns for State, Department, Item, Payment Method, and Total. There are two Slicers on the page. The left Slicer is for 'Department' and the right Slicer is for 'Item'. A context menu is open over the right Slicer, specifically over the 'Slicer Settings...' option. The 'Slicer Settings...' dialog box is visible, showing various options for filtering items. One of the options is 'Hide items with no data', which is currently checked. Other options include 'Display header', 'Caption', 'Item Sorting and Filtering' (with radio buttons for 'Ascending (A to Z)' and 'Descending (Z to A)'), and 'Show items with no data last'.

Figure 6: Slicers: Hiding Elements with no Data

See Figure 6. Select the slicer window with items that are faded out, right click, and select **Slicer Settings**. Then in the pop-up window, select the box **Hide items with no data**. The results are shown in Figure 7. Notice that the previously “faded” elements you can see in Figure 5 no longer appears.

This screenshot shows the same Excel environment as Figure 6, but with the 'Hide items with no data' option applied. The right Slicer now only displays items that have data: 'Misc Parts', 'Monitors', 'Printer', and 'Software License'. The faded-out items like 'Chairs' and 'Furniture' are no longer visible. The PivotTable and the left Slicer remain the same.

Figure 7: Slicers: Hiding Elements with no Data

## Topic 2. PivotTables: Timelines

Another filtering tool that is quite useful is timelines. While slicers act as ordinary filters, timeline filters are specifically used to filter data based on dates.

Date	Department	Item	Payment Method	Total
3 IL	Office Supplies	Paper	Credit Card	\$ 27.08
4 WI	Furniture	Chairs	ACH	\$ 417.99
5 IL	Office Supplies	Post-it	Credit Card	\$ 8.76
6 WI	Furniture	Chairs	Personal Check	\$ 71.98
7 IL	Office Supplies	Binder	Personal Check	\$ 196.61
8 MI	Office Supplies	Chargers	PayPal	\$ 78.18
9 IA	Furniture	Chairs	Cash	\$ 430.82
10 MI	Office Supplies	Document Holders	PayPal	\$ 2.66
11 MI	Office Supplies	Binder	Credit Card	\$ 649.89
12 MI	Electronics	Software License	Credit Card	\$ 9.24
13 IL	Office Supplies	Document Holders	Credit Card	\$ 25.75
14 MI	Office Supplies	Pens	ACH	\$ 72.86
15 IA	Office Supplies	Document Holders	Cash	\$ 34.47
16 WI	Office Supplies	Trash Bins	ACH	\$ 101.75
17 MI	Electronics	Misc Parts	PayPal	\$ 34.81
18 IA	Office Supplies	Paper	Credit Card	\$ 29.65
19 MI	Office Supplies	Post-it	Personal Check	\$ 66.29
20 IL	Office Supplies	Document Holders	Credit Card	\$ 802.86
21 IA	Office Supplies	Paper	Credit Card	\$ 4.98
22 IL	Office Supplies	Document Holders	Credit Card	\$ 3.00
23 IL	Office Supplies	Paper	Credit Card	\$ 12.80
24 IL	Office Supplies	Document Holders	Credit Card	\$ 73.39
25 IL	Office Supplies	Post-it	Credit Card	\$ 7.17
26 MI	Office Supplies	Chargers	Credit Card	\$ 33.86
27 IA	Electronics	Software License	Credit Card	\$ 2,088.42

Figure 8: Timeline: Applying Timelines

To apply timeline filters, select the PivotTable, and navigate to the **PivotTable Analyze** tab. Then, select **Insert Timeline**, select the time variable in the pop-up window in the **orange box**.

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23 IL	Office Supplies	Paper	Credit Card	\$ 12.80
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26 MI	Office Supplies	Chargers	Credit Card	\$ 33.86
27 IA	Electronics	Software License	Credit Card	\$ 2,088.42

Figure 9: Timeline: Applied Timelines

Then, a timeline filter resembling the one in the **green box** in Figure 9 will be added to the worksheet. We can use this timeline to filter our data based on dates.

We can use the timeline filter to check the state-payment method table for transactions between certain periods. For instance, if you manipulate the filter as seen in Figure 10.

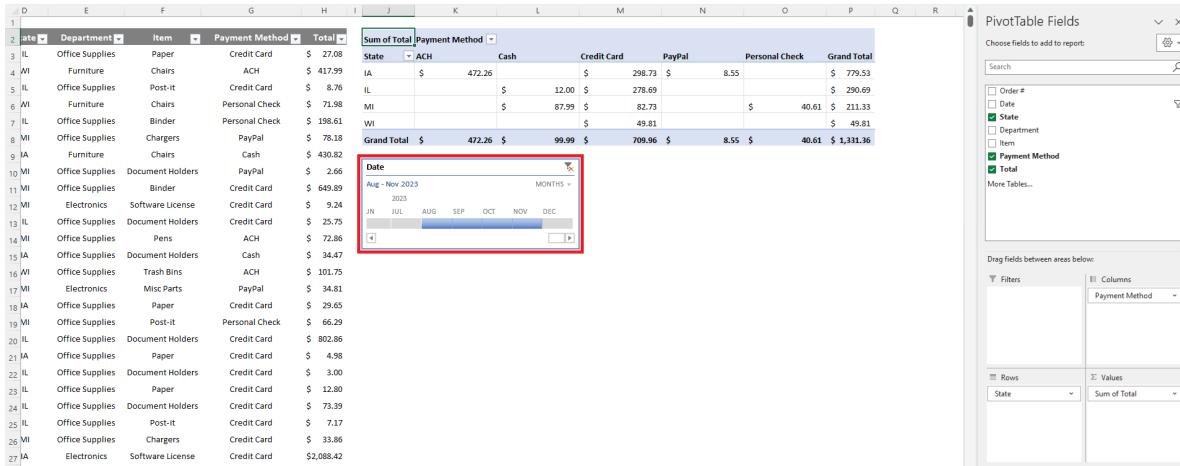


Figure 10: Timeline: Aug 2023 to Nov 2023

One critical weakness of this approach is that we can only filter contiguous periods along time. That is, if we wanted to filter the data for August 2023, and October 2023, leaving out the data from September 2023, we can't rely on timeline filters.

To achieve this goal, we must rely on slicers, and include dates into the PivotTable. If the date variable does not automatically group itself, group the dates by years and months. Then, add slicers based on Years (Date) and Months (Date) as shown in Figure 11.

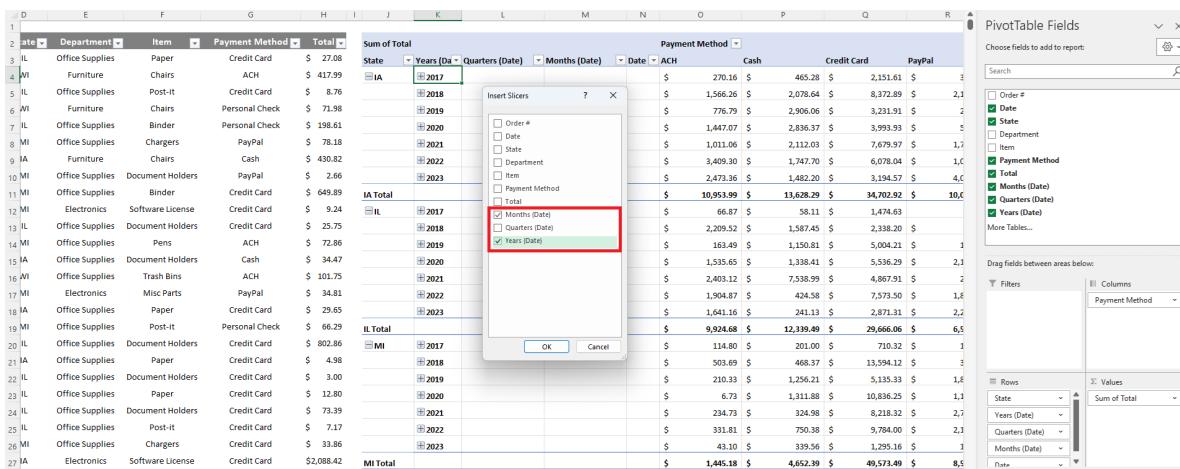


Figure 11: Timeline: Adding Dates to PivotTables

**Sum of Total**

State	Years (Date)	Quarters (Date)	Months (Date)	Date	Cash	Credit Card	Personal Check	Grand Total
IA	2023				\$ 290.93	\$ 290.93	\$ 290.93	\$ 290.93
IA Total					\$ 290.93	\$ 290.93	\$ 290.93	\$ 290.93
IL	2023				\$ 278.69	\$ 278.69	\$ 278.69	\$ 278.69
IL Total					\$ 278.69	\$ 278.69	\$ 278.69	\$ 278.69
MI	2023				\$ 87.99	\$ 36.74	\$ 124.73	\$ 124.73
MI Total					\$ 87.99	\$ 36.74	\$ 124.73	\$ 124.73
WI	2023				\$ 49.81	\$ 49.81	\$ 49.81	\$ 49.81
WI Total					\$ 49.81	\$ 49.81	\$ 49.81	\$ 49.81
<b>Grand Total</b>					\$ 87.99	\$ 619.43	\$ 36.74	\$ 744.16

Figure 12: Date Filters using Slicers

Then, select date based filters as shown in Figure 12. Then, we can create the PivotTable of state-payment method based on data from two months that are not contiguous. We can easily expand this to see only information on August of every year by removing the filter on years, and selecting Aug in the month slicer.

## Topic 3. PivotTables: Slicer Filters Across PivotTables

Another filtering technique that we will be learning today is how to apply a single slicer filter across multiple different PivotTables simultaneously. Using the same data in worksheet PIVOT-SLICER, create two PivotTables in a new worksheet. One should have State as the row variable, and Payment Method as the column variable, with Total sales as the cell values. The other should have Item as the row variable, Payment Method as the column variable, with Total sales as the cell values. Then, create slicers using any of the two PivotTables.

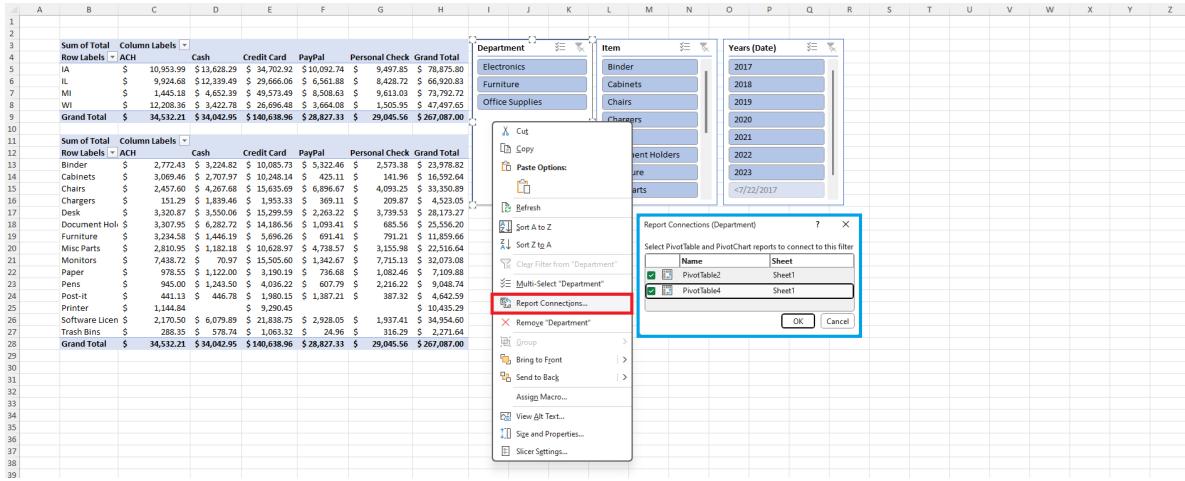


Figure 13: Connecting Reports

Select one of the slicers, right click, and select **Report Connections**. Then, select all tables that you want to filter with this single slicer, as shown in the blue box in Figure 13. Repeat this process for all three slicers, then we will be able to filter data on both PivotTables with a single slicer setup. This connection will work only if the PivotTables we are linking via one slicer originates from the exact same data, or the same table.

## Topic 4. PivotCharts

While not as frequently used as PivotTables, another function of Excel allows us to create charts automatically, following the same format as PivotTables. We will stick to the worksheet that we have been working with, PIVOT-SLICER.

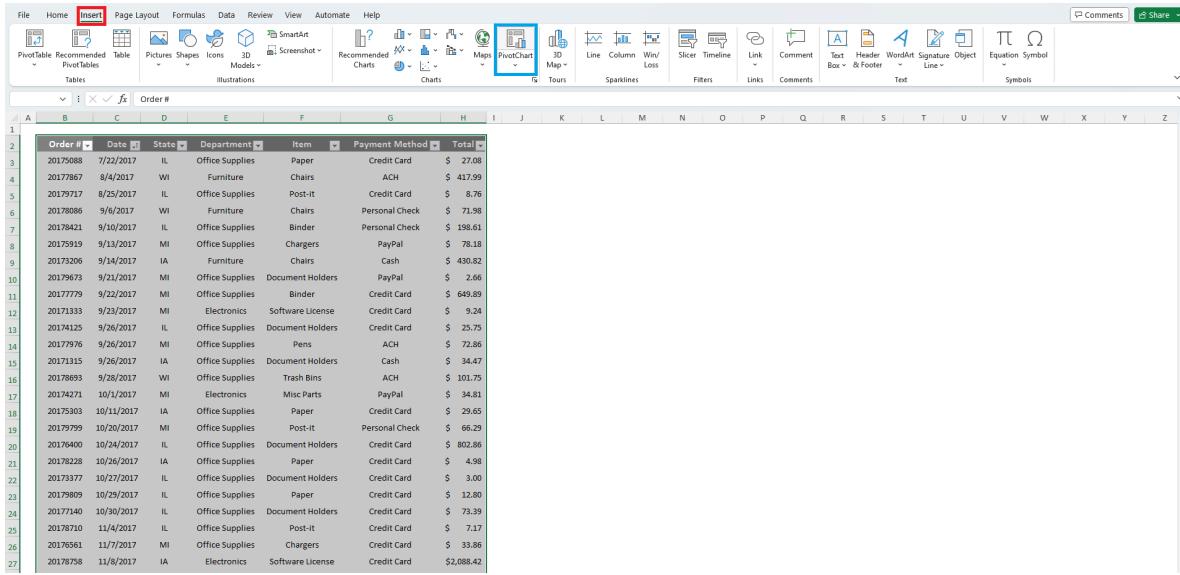


Figure 14: Inserting PivotCharts

Inserting PivotCharts follows nearly the same logic as PivotTables. Select the data, navigate to **Insert**, and select **PivotChart**. Constructing the PivotChart follows the same drag-and-drop format shown in Figure 15. Here, we plotted a chart that shows the composition of each department's sale by payment method.

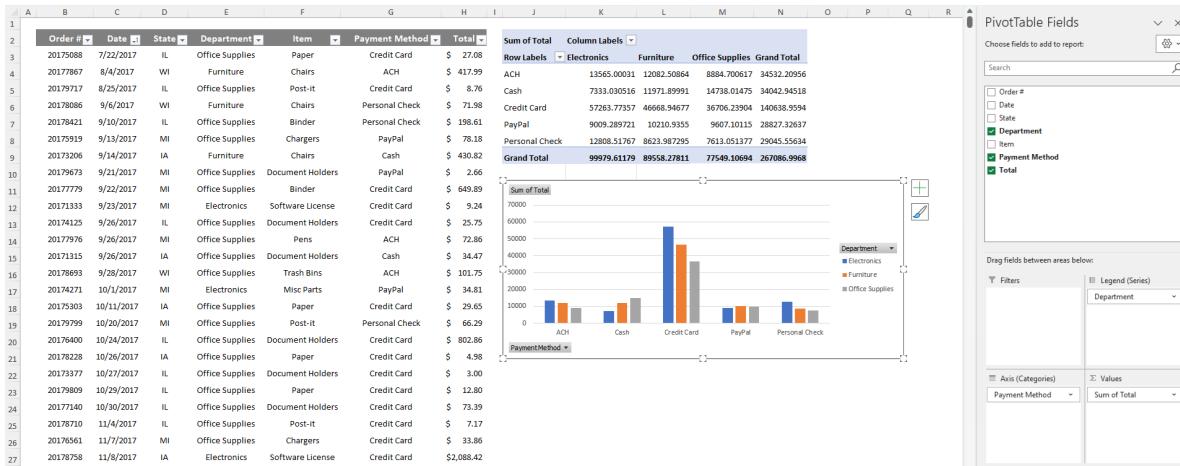


Figure 15: Inserting PivotCharts

We can use the same tools that we have been using in PivotTables, such as slicers and timelines. See the following figure for an example of slicers being applied in PivotCharts.

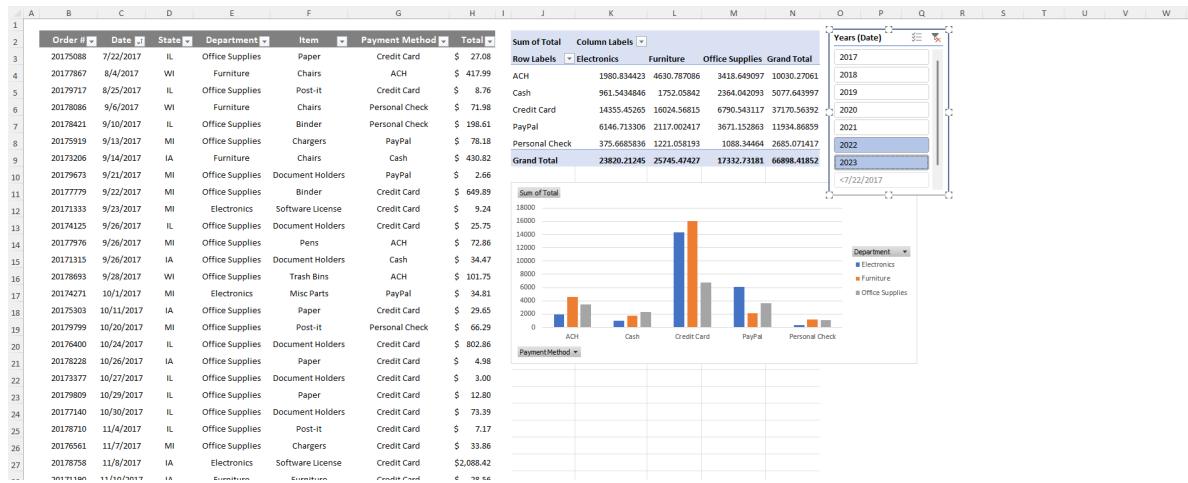


Figure 16: Slicers in PivotCharts