# PIVOT TABLES

Why do we need to learn about it?

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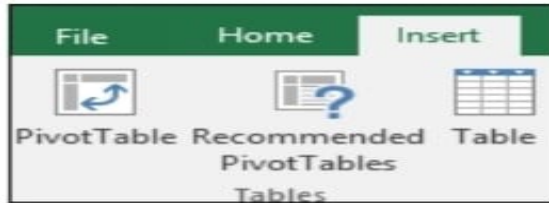
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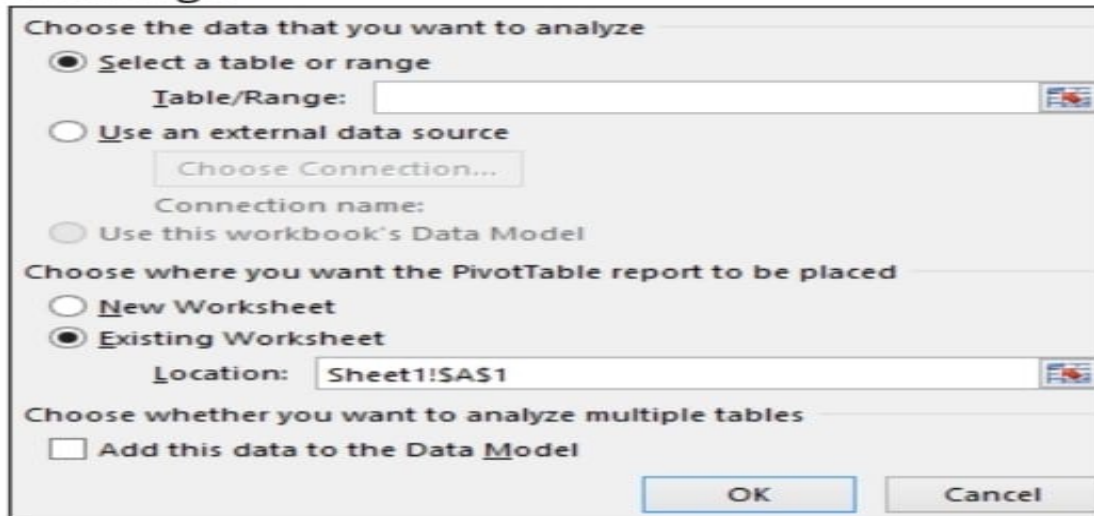Github id : bsanketm

# Create a PivotTable in Excel for Windows

1. Select the cells you want to create a PivotTable from.
   **Note:** Your data shouldn't have any empty rows or columns. It must have only a single-row heading.
2. Select **Insert** > **PivotTable**.



3. Under **Choose the data that you want to analyze**, select **Select a table or range**.
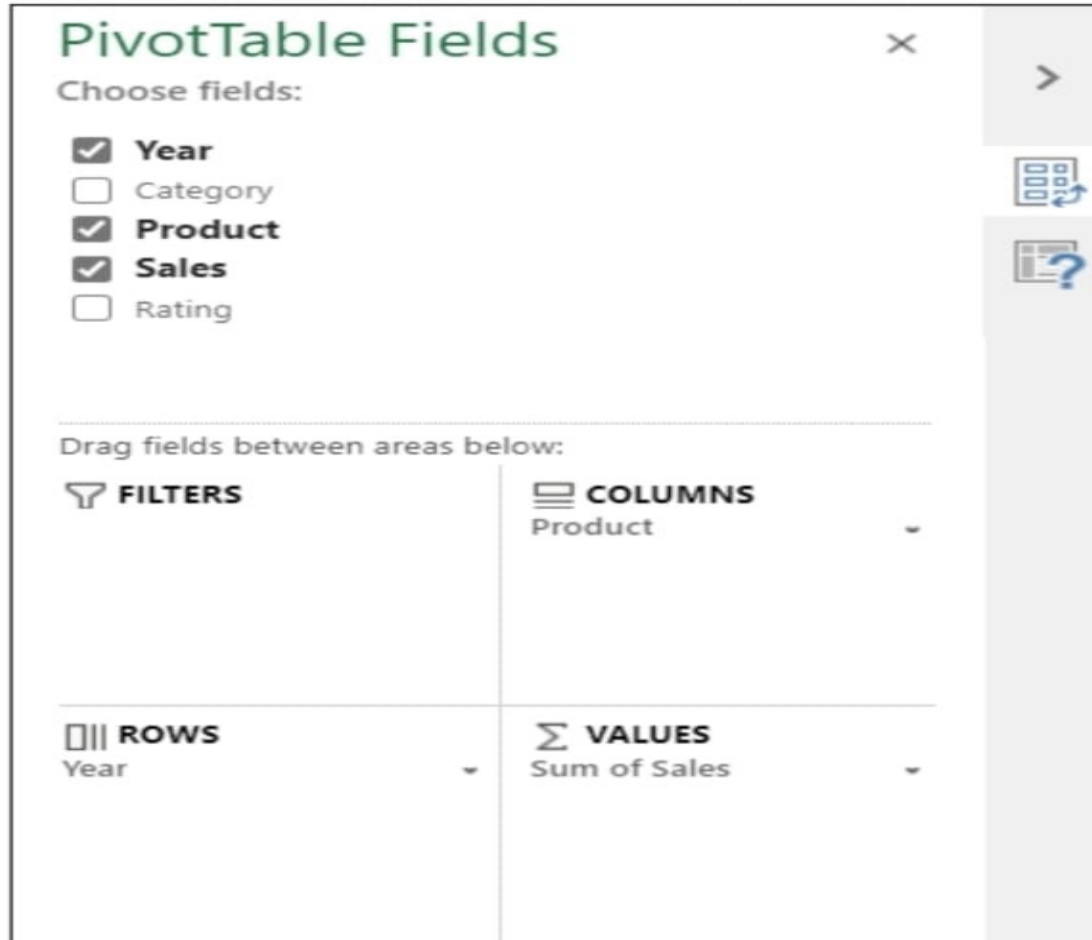


4. In **Table/Range**, verify the cell range.
5. Under **Choose where you want the PivotTable report to be placed**, select **New worksheet** to place the PivotTable in a new worksheet or **Existing worksheet** and then select the location you want the PivotTable to appear.
6. Select **OK**.

# Building out your PivotTable

1. To add a field to your PivotTable, select the field name checkbox in the **PivotTables Fields** pane.

   **Note:** Selected fields are added to their default areas: non-numeric fields are added to **Rows**, date and time hierarchies are added to **Columns**, and numeric fields are added to **Values**.

## PivotTable Fields ✕

Choose fields:

☑ **Year**
☐ Category
☑ **Product**
☑ **Sales**
☐ Rating

Drag fields between areas below:

| ▽ FILTERS | ▭ COLUMNS |
|---|---|
| | Product ▾ |

| ▯▮ ROWS | Σ VALUES |
|---|---|
| Year ▾ | Sum of Sales ▾ |

2. To move a field from one area to another, drag the field to the target area
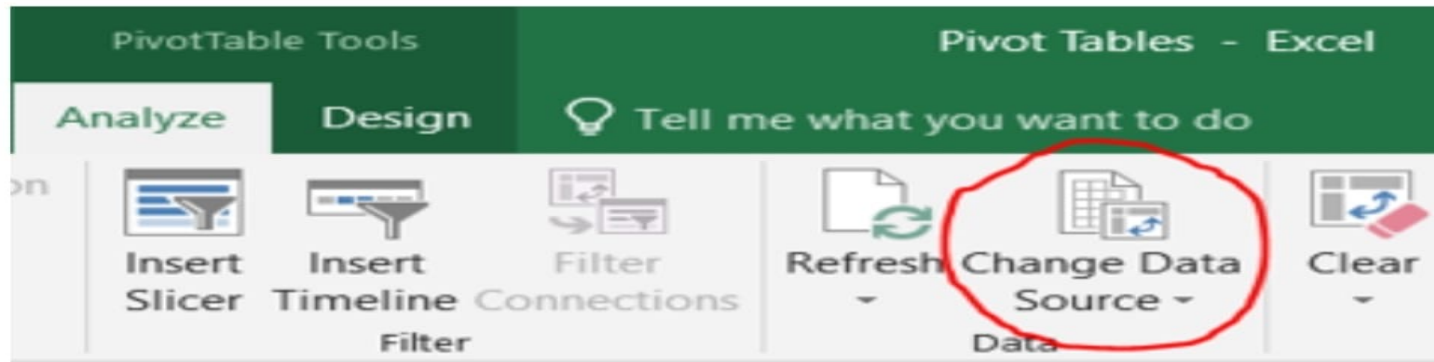
To start creating our Pivot Table, we can drag the different fields to the following areas:

- Rows – Here we will choose the field/s which we would like to base our Pivot Table rows upon.
- Columns – Here we will choose the field/s which we would like to base our Pivot Table columns upon.
- Filters – Here we will choose the field/s by which we would like to filter our data in the Pivot Table.
  i.e.- we would choose "Year" to filter by a specific year.
- **Values – Here we will choose the field we want Excel to calculate and our desired calculation.**

# Adding new data at the end of the data range

If we want to add new data to our Pivot Table that will be added at the end of the previously used data range, we need to update the source data's range by clicking on "Change Data Source" in the "Data" group:



Another way of dealing with this issue is by adding the new data in the middle of the previously used data range and then refreshing.
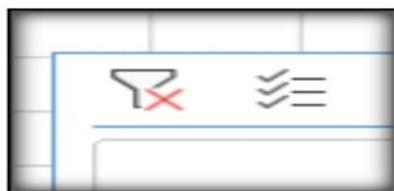
# Adding Slicers to a Pivot Table

- We can add Slicers to our Pivot Table / Chart, which will enable visually filtering the field, by clicking on the "Analyze" tab and then on "Insert Slicer". Here's how it looks:



- We can have multiple slicers to our Pivot Table, which will work simultaneously:



- We can select several values in the Slicer by using CTRL/ SHIFT.
- To cancel the filtering of a Slicer, we will click on this button at the top of the Slicer:

# What is the Pivot Table ??

▶ A pivot table is a table of grouped values that aggregates the individual items of a more extensive table within one or more discrete categories. This summary might include sums, averages, or other statistics, which the pivot table groups together using a chosen aggregation function. applied to the grouped values.

▶ OR

▶ A Pivot table is a powerful tool to calculate, summarize and analyze the data that lets you see comparisons, patterns and trends in your data.

# List of advantages of Pivot Table

- ▶ Pivot Tables are user-friendly.
- ▶ Pivot tables can create instant data.
- ▶ Pivot Table makes data analysis easier.
- ▶ Pivot table summarizes data easily.
- ▶ Pivot table assists in finding data patterns.
- ▶ Pivot table creates accurate reports faster.

# List of disadvantages of Pivot Table

▶ It can be a time-consuming venture.

▶ There are no automatic updates.

▶ Older computers can struggle to present the data.

▶ It takes time to learn them.

# Why do you need Pivot Tables?

- Pivot Tables can quickly reveal many useful information in our records/data that were originally unknown to us or not obvious at first sight.

- For example we can quickly spot any invoice after a due date. Or we see how many tasks are planned for our team.

- Pivot Tables are one of the basic business analytical tools. Their usage is essential to anyone who wants to base their decisions on hard facts. So that your decisions are the best you can make.

# Thank You !!!

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