

Field List
+/- Buttons
Field Headers

PivotTable
Active Field
Group Selection
Filter
Refresh
Change Data Source
Actions
Fields, Items, & Sets
PivotChart

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PivotTable8

To build a report, choose fields from the PivotTable Field List

This is your menu - drag column names to the boxes below

PivotTable Fields

FIELD NAME Search fields

☐ id
☐ name
☐ date
☐ year

Filters Columns

Rows

This defines the numbers - count, sum, etc.

The original data still exists - it's on another sheet

Drag a column here to show a list down the side

Drag fields between areas

Sheet1 original_data +