

Module 4 - Pivot Tables



Takeaways

- As a Data Analyst, it may be difficult to survive without **Pivot tables**.
- You can insert a Pivot table either in the same worksheet or in a new worksheet.
- Pivot tables **make it easy to summarize data**.
- Pivot tables allow you to **slice** and **dice** data in any format you want.

Takeaways

- To create a pivot table, follow these steps:
Insert > Pivot Table > Select the table/range > Create Pivot Table
- You can use the recommended pivot table for several use cases.
- Make sure to explore all other options available in the pivot table.

Takeaways

- Pivot tables allow you to sort data based on different values.
- You can make pivot tables more presentable by using **formatting** and other options.
- Pivot tables are **very similar to the matrix visualizations** that you will use in BI tools.