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1 Use Excel File

Excel file

User Folder \Downloads\Pivot Activities\annual_time_of

Reference as

Excel

☒ Save changes ☒ Create if not exists

Read formatting Same as project

☐ Template file

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1.1 Insert Sheet

Create in workbook

Excel

Sheet name

NewPivotTable

Reference new sheet as

NewSheet

↓

1.2 Create Pivot Table

Source

[Excel] anual_time_off!A:L

New table name

PVtble

Destination

NewSheet

1.2.1 Pivot Field

Field

full_name

Is a

Row

1.2.2 Pivot Field

Field

time_off_type

Is a

Column

1.2.3 Pivot Field

Field

number_of...

Is a

Value

Function

Sum

Add Pivot Table Field

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