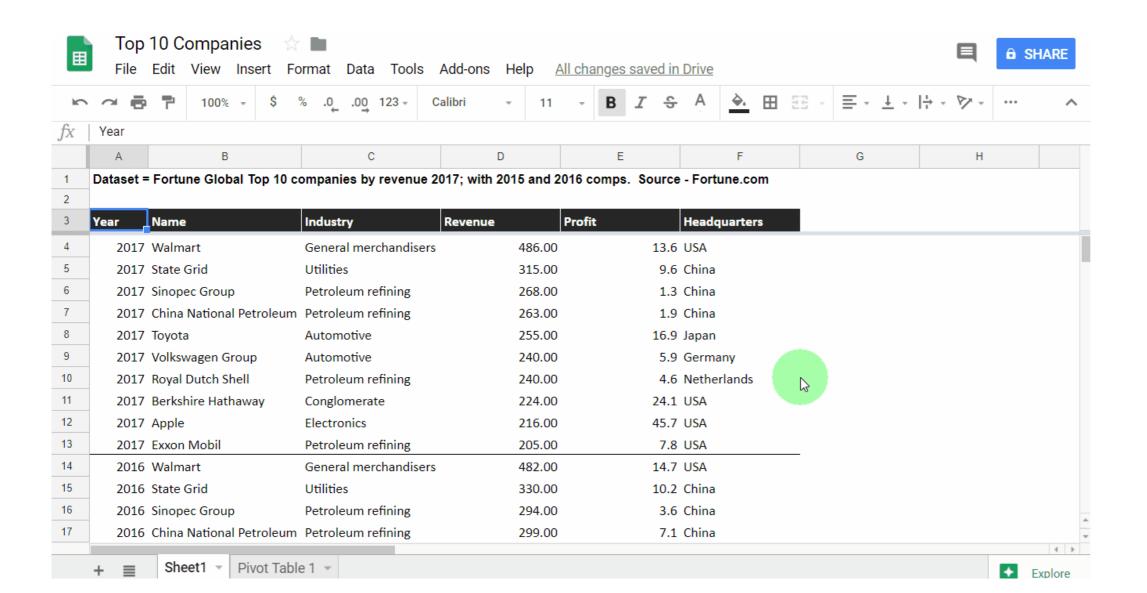
Adding or Changing Data

PIVOT TABLES IN SPREADSHEETS

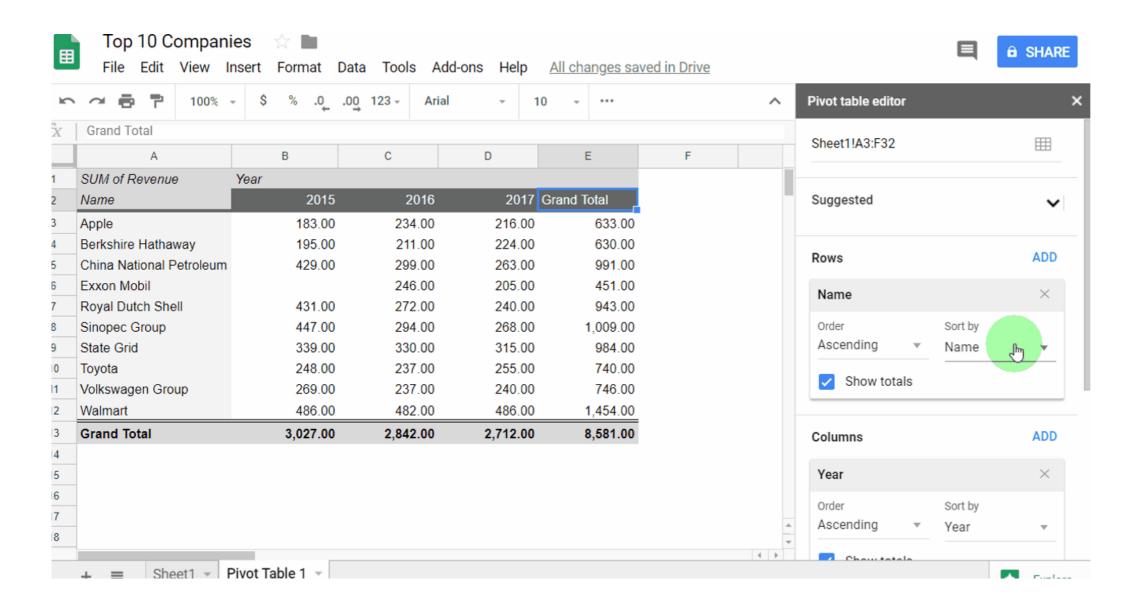


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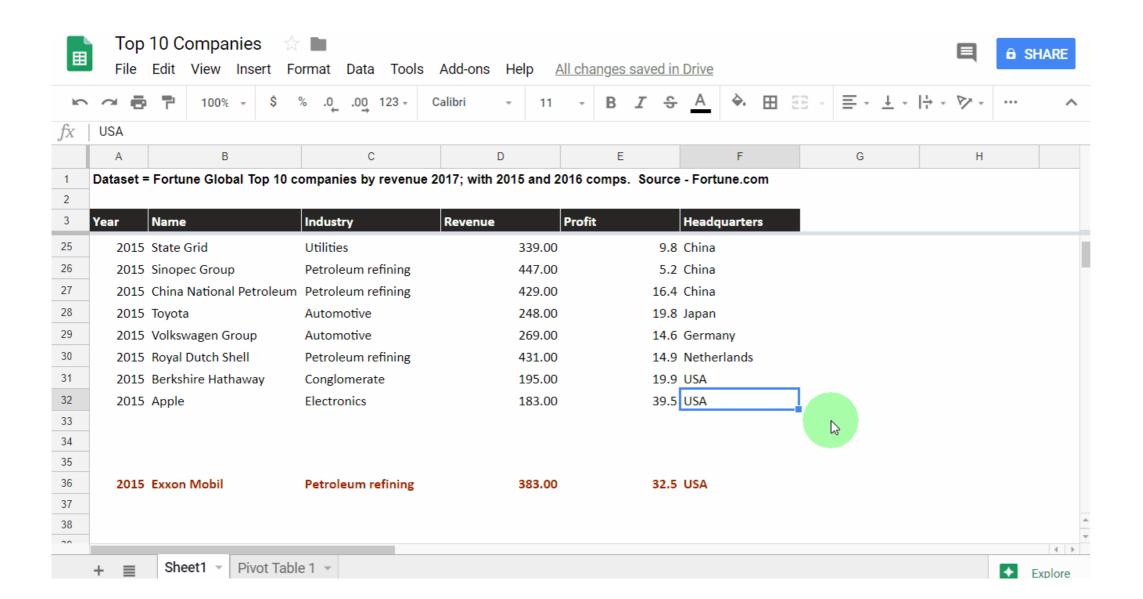














Changing or adding data to a Pivot Table

- Changing Data
 - Simply change the original dataset
- Adding Data
 - Add a new row below your dataset
 - Adjust the Source in the Pivot Table Editor

Let's practice!



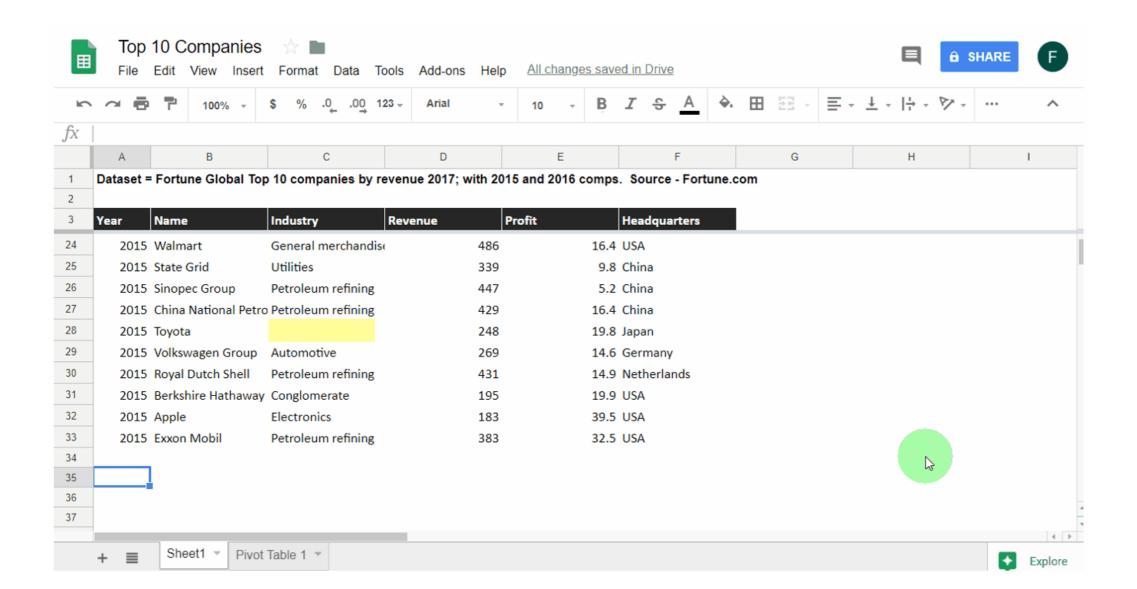
Troubleshooting Errors

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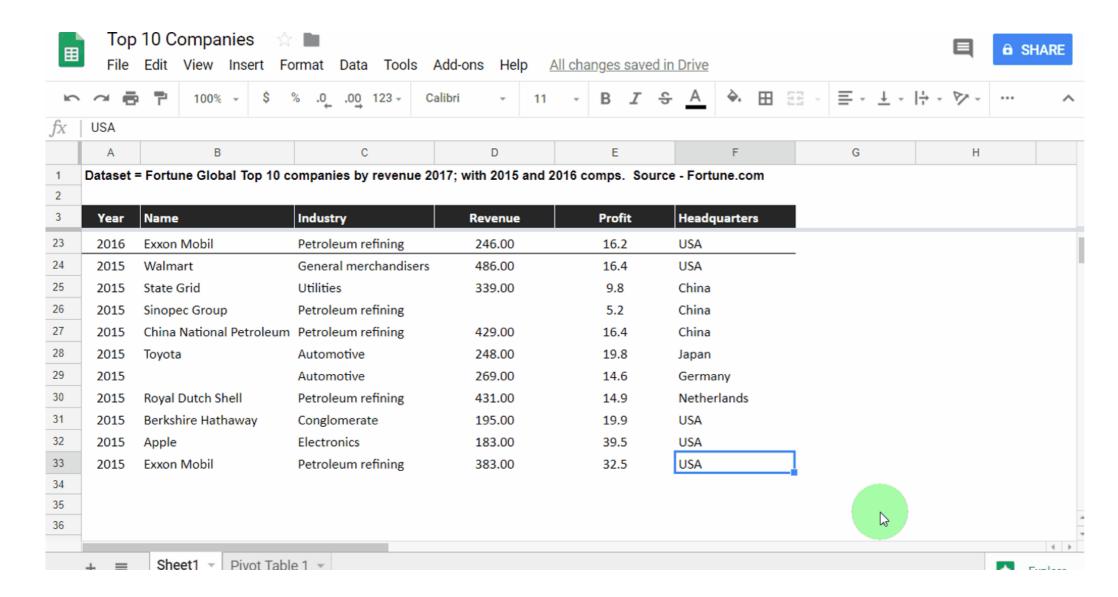




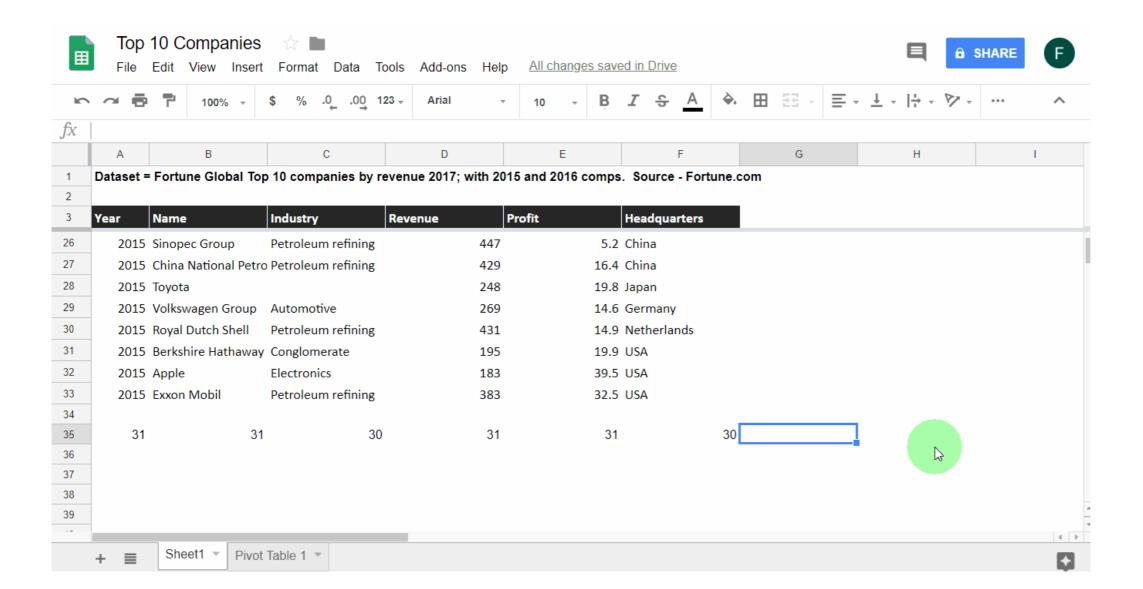


Using COUNTA to identify missing data

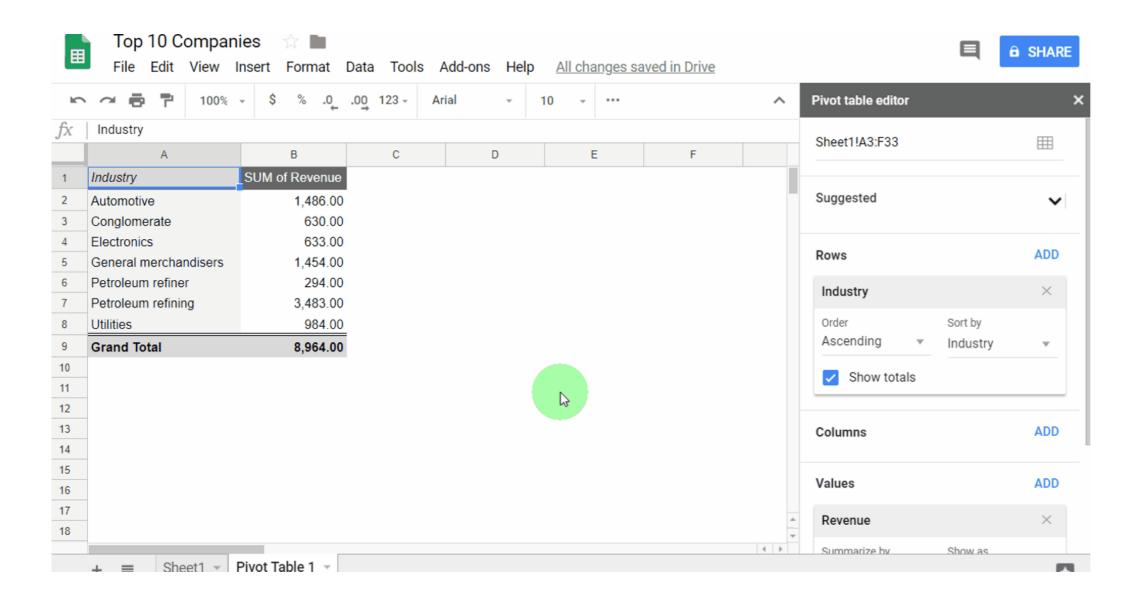
=COUNTA(range)

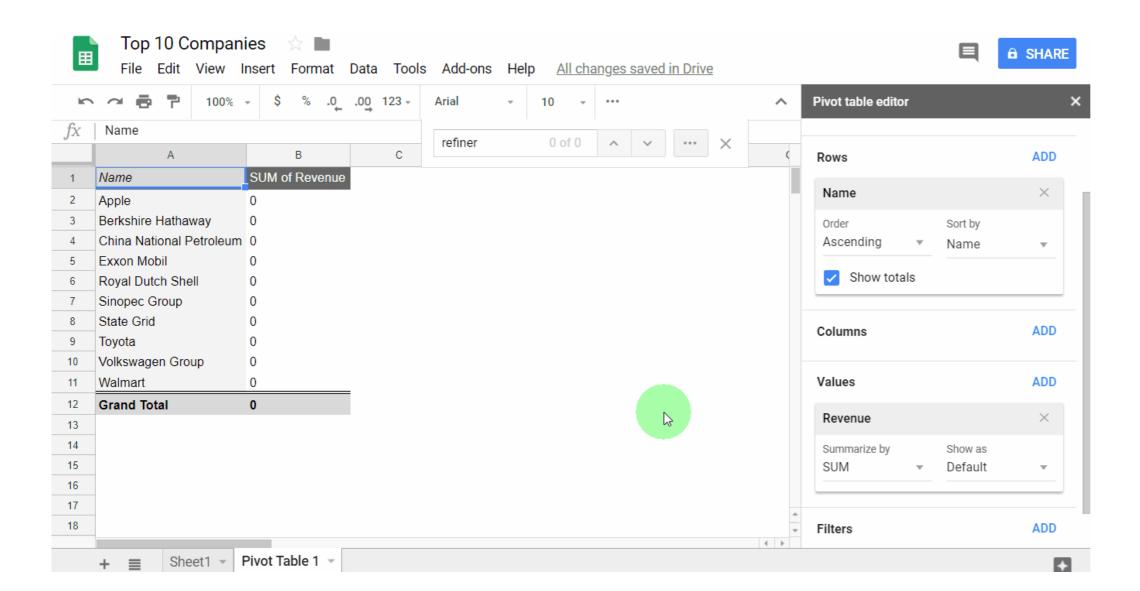












Let's practice!



Best Practices and Recommendations

PIVOT TABLES IN SPREADSHEETS



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Best practices for selecting pivot table fields

- Rows & Columns

- Descriptive Fields: Non-numerical fields such as Industry,
 Year, or Product Type
- Use these fields to sort and organize data
- Values
- Measurements: Numerical categories such as Revenue, Profit, or Inches of Rainfall
- Use these fields to perform mathematical calculations

When not to use a pivot table

- Small Datasets
- Consider using Sort, Subtotal, & Filter
- Strict Formatting
- Precise control of layout and formatting may not be available with a pivot table

Let's practice!



Final thoughts

PIVOT TABLES IN SPREADSHEETS



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Congratulations!

