PivotTables & PivotCharts

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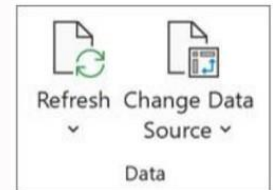
Pivot Table

A PivotTable is a powerful tool to calculate, summarise, and analyze data that lets you see comparisons, patterns, and trends in your data.

Refresh Change Data Source

Data

Create a PivotTable: Click in your data . Insert > PivotTable.

Quadrants: Click the drop-down next to the field in the Values quadrant to access the Value Field Settings or right-click the field in the PivotTable.

Sorting & Filtering: Click the drop-down next to the field in the Values quadrant to access the Value Field Settings or right-click the field in the PivotTable.

Calculated Fields & Items: Calculated Fields adds a new Field to your data. Calculated Items add a new item (or several) to a Field. You can find these on the PivotTable Analyze ribbon in the Calculations area.

Grouping Items: You can change or remove the groups, or create groups for other fields, on the right-click menu or on the PivotTable Analyze ribbon in the Group area.

Pivot Chart

A PivotChart is a chart based on data in a PivotTable. It will update if the data or structure of the PivotTable changes. You can use the Field Buttons to sort and filter the chart or turn them off for a better look when printed or in a dashboard.

Silcers

Slicers provide a convenient way to filter a PivotTable. You can also see which filters are currently in use.

Slicers provide buttons that you can click to filter <u>tables</u>, or <u>PivotTables</u>. In addition to quick filtering, slicers also indicate the current filtering state, which makes it easy to understand what exactly is currently displayed
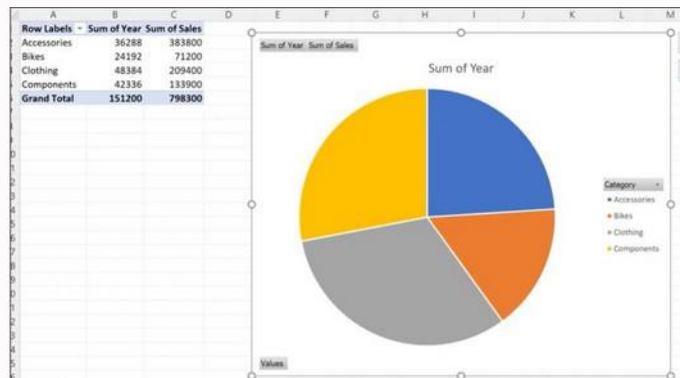
Select a cell in your table.

Select Insert and choose PivotChart.

Select where you want the PivotChart to appear.

Select OK.

Select the fields to display in the menu.