**Pivot Table**

**Pivot Table Tools:** Pivot tables are used to summarize, analyze, explore, and present your data. Excel provides a range of tools to help manage and manipulate pivot tables effectively.

1. **Insert a Pivot Table:**
   * Select the data range.
   * Go to the Insert tab.
   * Click on PivotTable.
   * Choose where you want the pivot table to be placed (New Worksheet or Existing Worksheet).
2. **Fields Pane:**
   * **Rows:** Drag fields here to display unique items.
   * **Columns:** Drag fields here to display data categories.
   * **Values:** Drag fields here for calculation (sum, average, count, etc.).
   * **Filters:** Drag fields here to filter the data shown in the pivot table.

**Analyze:**

* **Summarize Values By:** Change the calculation type (sum, average, count).
* **Show Values As:** Show values as a percentage of the total, running total, etc.
* **Field Settings:** Modify how fields are displayed and calculated.
* **Group:** Group dates or numeric ranges.
* **Refresh:** Refresh the pivot table if the source data changes.
* **Change Data Source:** Modify the data range for the pivot table.
* **PivotChart:** Create a pivot chart from the pivot table.

**Design:**

* **PivotTable Styles:** Choose from various pre-defined styles for your pivot table.
* **Banded Rows/Columns:** Alternate row or column colors for better readability.
* **Report Layout:** Change the layout (Compact, Outline, Tabular).
* **Subtotals/Grand Totals:** Toggle display of subtotals and grand totals.
* **Blank Rows:** Insert blank lines between items.