

PIVOT TABLE PPT.

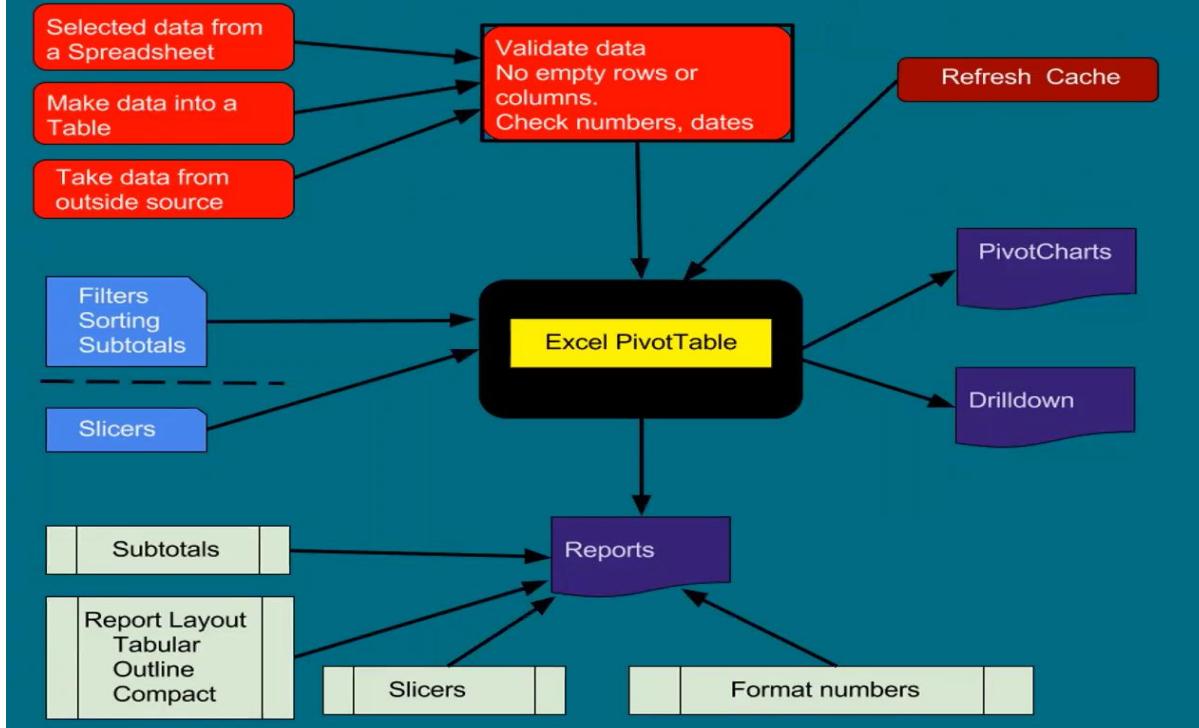
PivotTables summarize and analyze large amounts of data into summary reports.

A	B	C	D	E
1	Product	Price	Qty Sold	Total
2	511115	\$283	135	\$38,205
3	392219	\$172	77	\$13,244
4	392219	\$305	112	\$34,160
5	933592	\$729	193	\$140,697
6	933592	\$588	9	\$5,292
7	933592	\$599	28	\$16,772
8	511115	\$10	156	\$1,560
9	833987	\$54	42	\$2,268
10	392219	\$627	124	\$78,349
11	933592	\$224	186	\$41,664
12	392219	\$776	142	\$110,192
13	933592	\$69	49	\$3,381
14	392219	\$381	32	\$12,192
15	231771	\$75	25	\$1,875
16	933592	\$635	120	\$76,200
17	392219	\$332	96	\$31,872
18	511115	\$411	166	\$68,226
19	933592	\$641	166	\$106,406
20	392219	\$616	131	\$80,696
21	511115	\$734	143	\$104,962
22	933592	\$783	43	\$33,669
23	231771	\$438	125	\$54,750
24	392219	\$283	106	\$29,998
25	511115	\$52	82	\$4,264
26	392219	\$114	198	\$22,572
27	511115	\$425	80	\$34,000
28	833987	\$794	150	\$119,100
29	833987	\$140	113	\$15,820



Sum of Qty Sold				
	Jan	Feb	Mar	Grand Total
231771			150	150
392219		313	507	198
511115	291	391	80	762
833987		42		263
933592	416		378	794
Grand Total	1062	1426	541	3029

Parts of a PivotTable



1) Let's create our first Pivot table.

1. Open file “PivotTableClass”
2. Click on Sales tab
3. Select all cells, including header row.
4. Insert tab > PivotTable (most left side)
5. Click “OK” on pop-up window
6. Automatically directed to new sheet, with PivotTable controls.

Lesson 9 Data (1) - Excel

PivotTable Recommended PivotTables Tables

Product

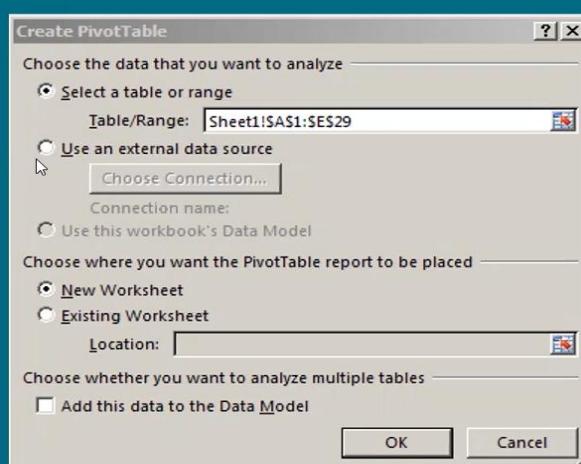
	A	B	C	D	E	F	G	H	I	J	K	L
1	Product	Price	Qty Sold	Total	Date							
2	511115	\$283	135	\$38,205	1/3/2015							
3	392219	\$172	77	\$13,244	1/3/2015							
4	392219	\$305	112	\$34,160	1/3/2015							
5	933592	\$729	193	\$140,697	1/3/2015							
6	933592	\$588	9	\$5,292	1/27/2015							
7	933592	\$599	28	\$16,772	1/27/2015							
8	511115	\$10	156	\$1,560	1/27/2015							
9	833987	\$54	42	\$2,268	1/30/2015							
10	392219	\$527	124	\$65,348	1/30/2015							
11	933592	\$224	186	\$41,664	1/30/2015							
12	392219	\$776	142	\$110,192	2/6/2015							
13	933592	\$69	49	\$3,381	2/6/2015							
14	392219	\$381	32	\$12,192	2/6/2015							
15	231771	\$75	25	\$1,875	2/6/2015							
16	933592	\$635	120	\$76,200	2/6/2015							
17	392219	\$332	96	\$31,872	2/13/2015							
18	511115	\$411	166	\$68,226	2/13/2015							
19	933592	\$641	166	\$106,406	2/13/2015							
20	392219	\$616	131	\$80,696	2/13/2015							
21	511115	\$734	143	\$104,962	2/13/2015							
22	933592	\$783	43	\$33,669	2/26/2015							
23	231771	\$438	125	\$54,750	2/26/2015							
24	392219	\$283	106	\$29,998	2/26/2015							
25	511115	\$52	82	\$4,264	2/26/2015							
26	392219	\$114	198	\$22,572	3/20/2015							
27	511115	\$425	80	\$34,000	3/20/2015							
28	833987	\$794	150	\$119,100	3/20/2015							
29	833987	\$140	113	\$15,820	3/20/2015							

Average: 139926.7714 Count: 145 Sum: 19491748

Ready Sheet1 Sheet2 Sheet3 + 100%

The Create PivotTable Dialog box.

The address of the data we just selected appears here.
Most frequently we put the new PivotTable on a new worksheet.
Click OK



The Analyze and Design tabs for PivotTable Tools

A placeholder PivotTable

PivotTable Fields

Column Headings from Data

This screenshot shows the Microsoft Excel ribbon with the "PivotTable Tools" tab selected. The "Analyze" tab is highlighted with a red circle. A callout arrow points from the text "The Analyze and Design tabs for PivotTable Tools" to the "Analyze" tab. Another callout arrow points from the text "A placeholder PivotTable" to a blue placeholder icon in the center of the worksheet. To the right of the worksheet is the "PivotTable Fields" pane, which lists fields like Product, Price, Qty Sold, Total, Date, and Months. A red box highlights the "Product" field. Below the fields is a section titled "Column Headings from Data". The worksheet itself is labeled "Sheet5" and contains a note: "To build a report, choose fields from the PivotTable Field List". The status bar at the bottom right shows "100%".

The ribbon for PivotTables

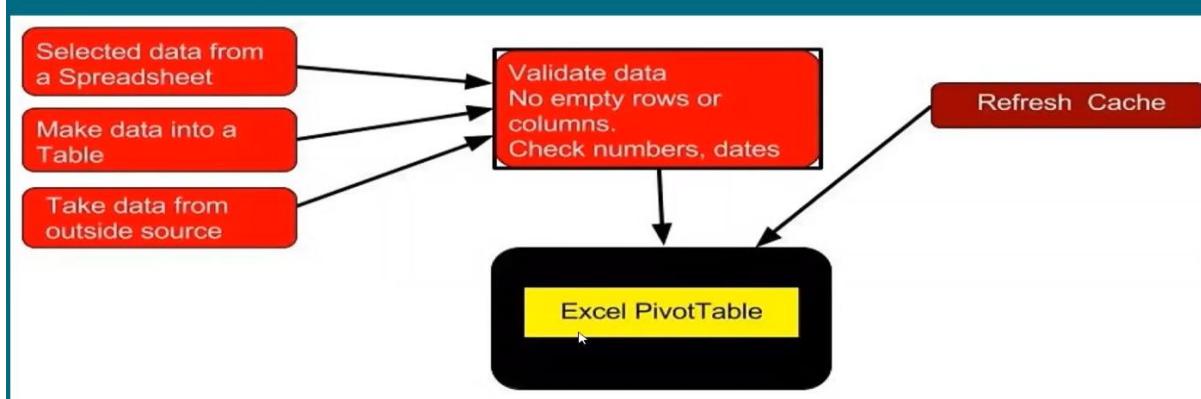
This screenshot shows two overlapping Microsoft Excel windows. The top window is titled "PivotTableClass - Excel" and has the "Analyze" tab selected. The bottom window is also titled "PivotTableClass - Excel" and has the "Design" tab selected. Both windows show the same ribbon tabs: File, Home, Insert, Page Layout, Formulas, Data, Review, View, Analyze, and Design. The "PivotTable Tools" tab is visible in both windows. The "Design" tab in the bottom window is highlighted with a red circle. A callout arrow points from the text "The ribbon for PivotTables" to the "Design" tab. The status bar at the bottom right of the bottom window shows "11".

Parts of a PivotTable

A screenshot of Microsoft Excel showing a PivotTable in the center of the worksheet. The PivotTable displays data for 'Sum of Qty Sold' across months Jan, Feb, Mar, and Grand Total. The PivotTable Fields pane is open on the right side, titled 'PivotTable Fields'. It shows a 'Field list - Drag & Drop to task pane' with several items checked: Product, Price, Qty Sold, Total, Date, and Month. Below this, there are sections for 'FILTERS', 'ROWS', and 'VALUES'. A large green curved arrow points from the top right towards the 'VALUES' section. A yellow arrow points from the text 'Field list - Drag & Drop to task pane' down towards the same area. An orange box highlights the data in the PivotTable for rows 6 through 11 and columns B through E.

	Jan	Feb	Mar	Grand Total
231771	150	507	198	150
392219	313	507	198	1018
511115	291	391	80	762
833087	42	263	305	305
933502	416	378	263	794
Grand Total	1062	1426	541	3029

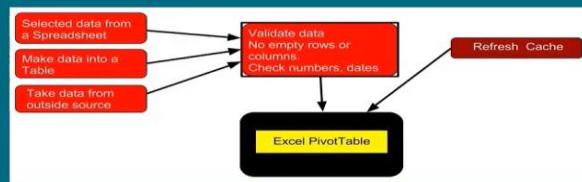
A closer view:



Input to a PivotTable

2) Data

1. Select data from a spreadsheet
2. A Table
3. External Data (not covered in this class)

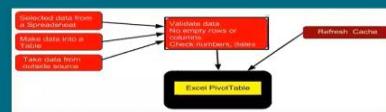


1. Select data from a spreadsheet

A	B	C	D	E	F
1	Product	Price	Qty Sold	Total	Date
2	51111	\$283	135	\$38,205	1/3/2015
3	392219	\$172	77	\$13,244	1/3/2015
4	392219	\$305	112	\$34,160	1/3/2015
5	933592	\$729	193	\$140,697	1/3/2015
6	933592				
7	933592				
8	511115				
9	833987				
10	392219				
11	933592				
12	392219				
13	933592				
14	392219				
15	231771				
16	933592				
17	392219				
18	511115				
19	933592				
20	392219				
21	511115				
22	933592				
23	231771				
24	392219				
25	511115				
26	392219				
27	511115				
28	833987				
29	833987				
30					
31					
32					
33					

Click on upper left part of the data, including Column header

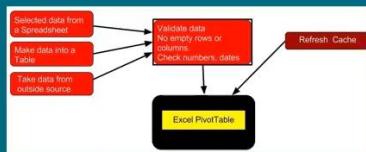
- Click on upper left part of data, including the column heading.
- Press Shift key.
- Click on lower right cell of data.
- Release Shift key.



2. Create a table from data

	A	B	C	D	E	F
1	Product	Price	Qty Sold	Total	Date	
2	511115	\$283	135	\$38,205	1/3/2015	
3	392219	\$172	77	\$13,244	1/3/2015	
4	392219	\$305	112	\$34,160	1/3/2015	
5	933592				/2015	
6	933592				/2015	
7	933592				/2015	
8	511115				/2015	
9	833987				/2015	
10	392219				/2015	
11	933592				/2015	
12	392219				/2015	
13	933592	\$69	49	\$3,381	2/6/2015	
14	392219	\$381	32	\$12,192	2/6/2015	

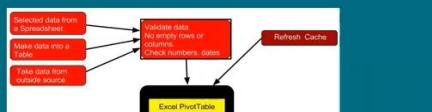
- Select all the desired cells
- Insert tab > Table
- Click “OK” on the Create Table dialog box.
- Note the Name Box – it now has **Table1** in it.



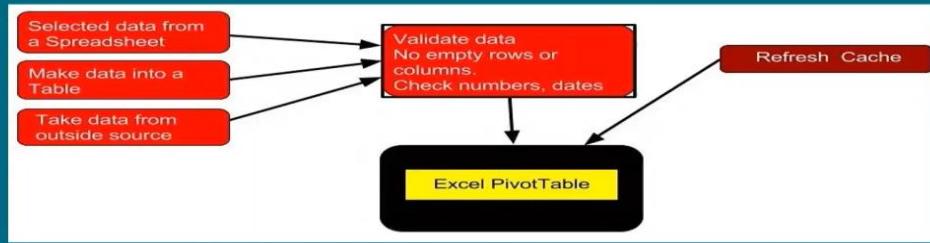
When you create a PivotTable, a copy of the data is stored in a pivot cache. Any changes to the data won't show up in the report until you refresh the cache.

To refresh the data:

- Right-click the pivot table and click Refresh Data. Or
- Go to the Options tab, and click the Refresh button



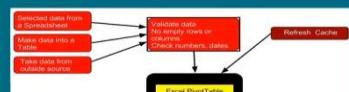
Do Exercises #1a, #1b, and #1c.



The data needs to be clean.
Any blank rows, blank columns, or
text in a number field will give
unpredictable results.

Ex: Summing a number field with
blanks becomes a Count.

Use **Conditional formatting**
on number fields to search for
invalid data.



Find invalid numbers

1. Select a column or range of cells.
2. Home > Conditional Formatting

The screenshot shows the Microsoft Excel ribbon with the 'Conditional Formatting' tab selected. A dropdown menu is open under 'Highlight Cells Rules', showing options like 'Top/Bottom Rules', 'Data Bars', 'Color Scales', and 'Icon Sets'. To the right, a 'Less Than' dialog box is displayed, set to format cells less than 0.5 with 'Light Red Fill with Dark Red Text'. Below the dialog, a preview window shows the first few rows of data: 4, 4, 4, 0, -5, 1, 1.55, 4, 4, 4, 4. The row containing '-5' is highlighted with a light red fill and dark red text.

The data :

- Must have Column Headings in the first row.
- Must have tabular layout - no blank rows or columns.
- No repeating columns of data



Normalized data

	A	B	C	D	E
1	Product	Price	Qty Sold	Total	Date
2	511115	\$283	135	\$38,205	1/3/2015
3	392219	\$172	77	\$13,244	1/3/2015
4	392219	\$305	112	\$34,160	1/3/2015
5	933592	\$729	193	\$140,697	1/3/2015
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18	511115	\$411	166	\$68,226	2/13/2015
19	933592	\$641	166	\$106,406	2/13/2015
20	392219	\$616	131	\$80,696	2/13/2015

Discuss why this is a good source of data for a PivotTable

	A	B	C	I
1	North			
3	Model 2500P	January	33,073	
4		February	35,880	
5		March	90,258	
6		April	13,250	
7		May	100,197	
8	Model 3002P	January	29,104	
9		February	31,574	
10		March	79,427	
11		April	11,660	
12		May	88,173	
13	Model 4055T	January	35,880	
14		February	25,612	
15		March	27,785	
16		April	69,896	
17		May	10,261	

	A	B	C	Jan	Feb	E	Mar	F	Apr	G
2	Region	Market								
3	Midwest	Chicago		132	106	110	90			
4		Kansas City		413	504	2,571	505			
5		Omaha		332	543	372	424			
6	North	Dakotas		130	136	106	90			
7		Great Lakes		488	445	4,140	517			
8	Commercial Appliances									
9	Midwest	Chicago		780	76	851	76			
10		Kansas City		3,352	76	8,442	2,831			
11		Omaha		228	17,628	76	304			
12	North	Dakotas		0	0	2,608	0			
13		Great Lakes		990	76	11,435	76			
14	Concession Equipment									
15	Midwest	Chicago		808	0	3,912	0			
16		Kansas City		824	1,761	11,181	1,616			
17		Omaha		0	8,147	2,968	3,118			
18	North	Dakotas		0	0	5,463	2,370			
19		Great Lakes		751	808	13,814	1,632			

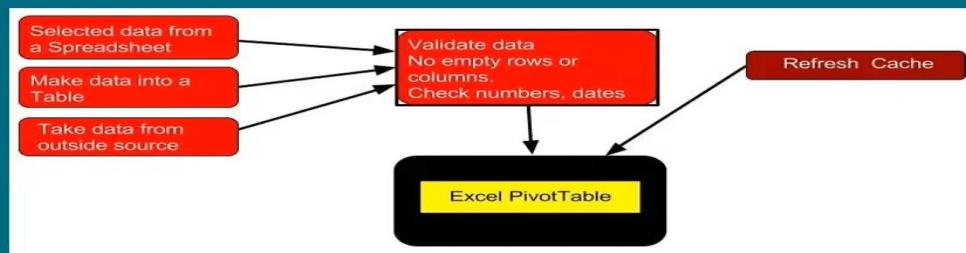


	A	B	C	D	E	F	G	H
3	North	MODEL	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
4		4054T	\$2,789	\$2,454	\$2,160	\$1,901	\$1,673	\$1,472
5		4500C	\$32,605	\$28,692	\$25,249	\$22,219	\$19,553	\$17,207
6		3002P	\$52,437	\$46,145	\$40,607	\$35,734	\$31,446	\$27,673
7		2500P	\$17,391	\$15,304	\$13,468	\$11,851	\$10,429	\$9,178
8		4055T	\$2,468	\$2,172	\$1,911	\$1,682	\$1,480	\$1,302
		3002C	\$375	\$330	\$290	\$256	\$225	\$198

Discuss why these are bad sources of data for a PivotTable

Let's do exercises!

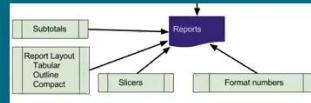
Do Exercises #2a and #2b



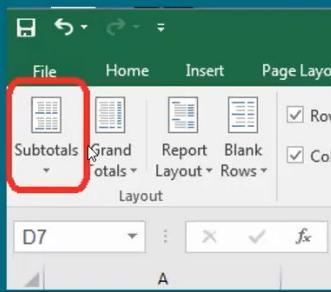
Think of PivotTables as how to solve a word problem: What is the question asking?

Open the BigData tab and review the information.
Can you think of certain questions an analyst would like to see?

Subtotals



PivotTable Tools > Design > Layout
 Subtotals control allows you to toggle subtotals on and off, as well as place them at the top or bottom of the section.



	Sum of Total Cost	Column Labels	B&B Spaces	Ellington Designs	Fabulous Homes	Home Emporium	Home USA	Grand Total
Row Labels			\$70,821.84	\$9,952.32	\$35,151.35	\$28,798.43	\$37,621.74	\$182,345.68
Benson, Meg			\$70,821.84	\$9,952.32	\$35,151.35	\$28,798.43	\$37,621.74	\$182,345.68
Bamboo Coffee Table	\$2,789.64		\$2,703.20	\$675.80	\$1,689.50	\$8,278.55	\$13,347.05	
Bamboo End Table	\$2,789.64		\$2,239.72	\$675.80	\$959.88	\$3,679.54	\$9,758.78	
Captain Recliner			\$3,068.55	\$15,682.70				
Chameleon Couch	\$37,597.65		\$1,599.90	\$7,199.55	\$22,398.60	\$16,798.95	\$85,594.65	
Media Armoire	\$30,344.55		\$340.95	\$11,592.30	\$3,750.45	\$2,386.65	\$46,414.90	
Kirsten, Dotty	\$91,418.21		\$45,635.67	\$38,674.06	\$32,175.45	\$44,317.43	\$252,220.82	
Bamboo Coffee Table	\$8,278.55		\$4,054.80	\$7,802.75	\$11,408.60	\$3,895.95	\$35,310.55	
Bamboo End Table	\$719.91		\$2,839.52	\$2,719.66	\$399.95	\$1,759.78	\$9,438.82	
Captain Recliner	\$19,093.20		\$5,706.15	\$10,228.50	\$3,750.45	\$12,615.15	\$51,483.45	
Chameleon Couch	\$45,597.15		\$22,398.60	\$9,599.40	\$10,399.35	\$5,599.65	\$93,594.45	
Media Armoire	\$17,729.40		\$9,546.60	\$8,523.75	\$6,137.10	\$20,457.00	\$62,393.85	
Leon, Emily	\$49,587.25		\$54,445.88	\$60,960.53	\$7,283.00	\$32,551.70	\$204,828.36	
Bamboo Coffee Table	\$10,305.95		\$2,703.20	\$10,305.95	\$168.95	\$2,534.25	\$26,018.30	
Bamboo End Table	\$2,799.65		\$2,159.73	\$2,159.73	\$1,199.85	\$1,589.80	\$9,918.76	
Captain Recliner	\$17,729.40		\$1,363.80	\$3,068.55	\$6,114.25	\$2,727.00		
Chameleon Couch			\$26,398.35	\$35,197.80	\$799.95	\$21,598.65	\$83,994.75	
Media Armoire	\$18,752.25		\$23,184.60	\$11,933.25	\$2,045.70	\$1,704.75	\$57,620.55	

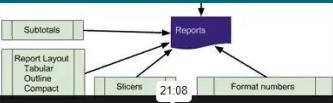
Report options:

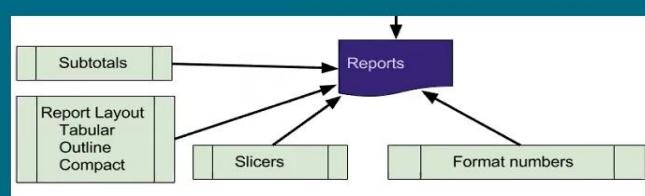
Compact

Outline

Tabular

	Sum of Total Cost	Customer	B&B Spaces	Ellington Designs	Fabulous Homes	Home Emporium	Home USA	Grand Total
Salesperson		Product		\$70,821.84	\$9,952.32	\$35,151.35	\$28,798.43	\$182,345.68
Benson, Meg				\$70,821.84	\$9,952.32	\$35,151.35	\$28,798.43	\$182,345.68
Bamboo Coffee Table	\$2,789.64			\$2,703.20	\$675.80	\$1,689.50	\$8,278.55	\$13,347.05
Bamboo End Table	\$2,789.64			\$2,239.72	\$675.80	\$959.88	\$3,679.54	\$9,758.78
Captain Recliner				\$3,068.55	\$15,682.70			
Chameleon Couch	\$37,597.65			\$1,599.90	\$7,199.55	\$22,398.60	\$16,798.95	\$85,594.65
Media Armoire	\$30,344.55			\$340.95	\$11,592.30	\$3,750.45	\$2,386.65	\$46,414.90
Kirsten, Dotty	\$91,418.21			\$45,635.67	\$38,674.06	\$32,175.45	\$44,317.43	\$252,220.82
Bamboo Coffee Table	\$8,278.55			\$4,054.80	\$7,802.75	\$11,408.60	\$3,895.95	\$35,310.55
Bamboo End Table	\$719.91			\$2,839.52	\$2,719.66	\$399.95	\$1,759.78	\$9,438.82
Captain Recliner	\$19,093.20			\$5,706.15	\$10,228.50	\$3,750.45	\$12,615.15	\$51,483.45
Chameleon Couch	\$45,597.15			\$22,398.60	\$9,599.40	\$10,399.35	\$5,599.65	\$93,594.45
Media Armoire	\$17,729.40			\$9,546.60	\$8,523.75	\$6,137.10	\$20,457.00	\$62,393.85
Leon, Emily	\$49,587.25			\$54,445.88	\$60,960.53	\$7,283.00	\$32,551.70	\$204,828.36
Bamboo Coffee Table	\$10,305.95			\$2,703.20	\$10,305.95	\$168.95	\$2,534.25	\$26,018.30
Bamboo End Table	\$2,799.65			\$2,159.73	\$2,159.73	\$1,199.85	\$1,589.80	\$9,918.76
Captain Recliner	\$17,729.40			\$1,363.80	\$3,068.55	\$6,114.25	\$2,727.00	
Chameleon Couch				\$26,398.35	\$35,197.80	\$799.95	\$21,598.65	\$83,994.75
Media Armoire	\$18,752.25			\$23,184.60	\$11,933.25	\$2,045.70	\$1,704.75	\$57,620.55



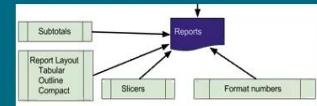


There are at least two ways of selecting / limiting data:

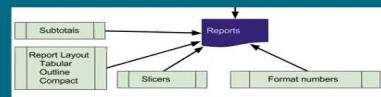
- Filters
- Slicers

Slicers

Interactive, good for doing “what-if” scenarios



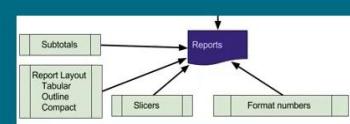
	Product	Customer	Grand Total
Benson, Meg	Bamboo Coffee Table Bamboo End Table Captain Recliner Chameleon Couch Media Armoire	\$2,703.20 \$2,239.72 \$3,068.55 \$1,599.90 \$340.95	\$675.80 \$959.88 \$18,752.25 \$22,398.60 \$11,592.30
Benson, Meg Total		\$9,952.32	\$35,151.35
Grand Total		\$9,952.32	\$28,798.43
			\$73,902.10



Filters

- Click on any of the “Drop down arrows to see the filter options.

Sum of Total Cost	Customer	
Salesperson	Product	
Benson, Meg	Bamboo Coffee Table	
	Bamboo Fnd Table	\$2,879.64



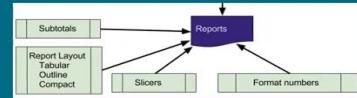
Filters

- Value Filters > Top 10

Sum of Total Cost	Customer	
Salesperson	Product	
Benson, Meg	Ellington Designs Fabulous Homes	
	\$2,703.20	\$0.00
	\$2,239.72	
	\$3,068.55	\$15,621.74
	\$1,599.90	\$7,621.74
	\$340.95	\$11,245.68
	\$35,151.35	\$192,245.68
	\$28,798.43	
	\$37,621.74	
	\$28,798.43	
	\$44,317.43	
	\$252,220.82	
	\$32,551.70	
	\$204,828.36	
	\$1,70	
	\$9,161.75	
	\$207,709.40	
	\$60,982.17	
	\$241,683.05	
	\$8,89	
	\$38,899.06	
	\$244,128.55	
	\$45,261.63	
	\$158,470.58	
	\$7,79	
	\$26,570.89	
	\$222,099.90	
	\$108,657.22	
	\$58,673.15	
	\$54,689.31	
	\$60,306.59	
	\$62,089.23	
	\$344,415.50	
	\$113,308.15	
	\$61,512.18	
	\$44,786.09	
	\$68,084.42	
	\$74,745.72	
	\$362,436.56	
	\$51,527.28	
	\$33,641.21	
	\$29,373.71	
	\$54,596.91	
	\$32,869.40	
	\$202,008.51	
	\$67,082.46	
	\$26,551.79	
	\$43,672.03	
	\$35,717.59	
	\$36,184.89	
	\$209,208.76	
	\$917,507.00	
	\$478,552.64	
	\$464,415.53	
	\$470,054.89	
	\$501,135.61	
	\$2,831,655.67	
	\$1,70	
	\$9,161.75	
	\$207,709.40	
	\$60,982.17	
	\$241,683.05	
	\$8,89	
	\$38,899.06	
	\$244,128.55	
	\$45,261.63	
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	\$61,512.18	
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	\$68,084.42	
	\$74,745.72	
	\$362,436.56	
	\$51,527.28	
	\$33,641.21	
	\$29,373.71	
	\$54,596.91	
	\$32,869.40	
	\$202,008.51	
	\$67,082.46	
	\$26,551.79	
	\$43,672.03	
	\$35,717.59	
	\$36,184.89	
	\$209,208.76	
	\$917,507.00	
	\$478,552.64	
	\$464,415.53	
	\$470,054.89	
	\$501,135.61	
	\$2,831,655.67	

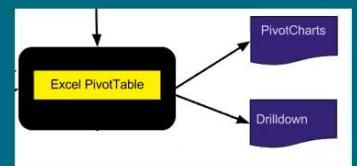
Sum of Total Cost	Customer	
Salesperson	Product	
Kirsten, Dotty	B&B Spaces Ellington Designs Fabulous Homes	
	\$91,418.21	\$45,635.67
	\$108,657.22	\$58,673.15
	\$113,308.15	\$54,689.31
	\$165,821.00	\$38,674.06
	\$313,383.58	\$38,674.06
	\$32,175.45	\$44,317.43
	\$32,551.70	\$252,220.82
	\$36,184.89	\$344,415.50
	\$160,566.46	\$181,152.38
	\$959,072.88	

Format Numbers



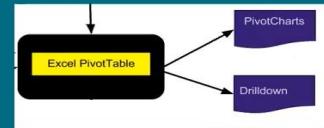
When you create a PivotTable,
Dates and numbers loose their
formatting

A screenshot of an Excel spreadsheet titled "dummies Lesson 9 Data.xlsx - Excel". The spreadsheet contains a PivotTable with three columns: A, B, and C. Row 3 is labeled "Row Labels" and "Sum of Total". Rows 4 through 10 show various numerical values. Row 10 is highlighted in blue and labeled "Grand Total" with the value "1269385". A context menu is open over the "Sum of Total" cell in row 10, with an arrow pointing to the "Value Field Settings..." option. A callout bubble with the text "Click here to format numbers" is positioned near the menu. The "Number Format" dialog box is open, showing options like Count, Average, Max, Min, and Product.

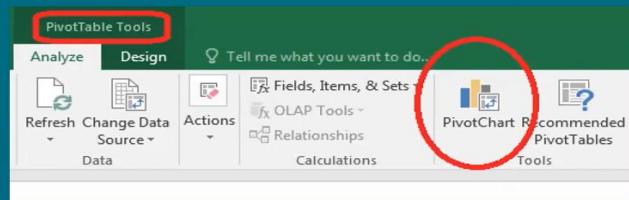


Drill down
double click on a Value Field and
Excel will generate a new sheet
listing all the components in that
field.

Pivot Charts



PivotTable Tools > Data > Analyze > PivotChart



Follow the wizard through the regular Chart options.

Excel 2016

Budget Overview

Balance		Enter Expenses	
Projected Balance	(Projected minus expenses)	\$1,585	
Actual Balance	(Actual minus expenses)	\$1,740	
Difference	(Actual minus projected)	\$155	

Income		Expenses	
ACTUAL	Income 1	\$5,800	
	Income 2	\$2,300	
	Extra income	\$1,500	
	Total income	\$9,600	
PROJECTED	Income 1	\$6,000	
	Income 2	\$1,000	
	Extra income	\$2,500	
	Total income	\$9,500	

Budget Summary

Hold Ctrl to select multiple categories				
Category	Projected Cost	Actual Cost	Difference	
Children	\$140	\$140	\$0	
Entertainment	\$400	\$358	\$42	
Food	\$1,100	\$1,320	(\$220)	
Gifts and Charity	\$100	\$125	(\$25)	
Housing	\$2,830	\$2,702	\$128	
Insurance	\$900	\$900	\$0	
Loans	\$200	\$200	\$0	
Personal Care	\$150	\$140	\$10	
Pets	\$170	\$100	\$70	
Savings or Investments	\$200	\$200	\$0	
Taxes	\$300	\$300	\$0	
Transportation	\$1,425	\$1,375	\$50	
Grand Total	\$7,915	\$7,860	\$55	

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Gifts and Charity	\$100	\$125	(\$25)	
Housing	\$2,830	\$2,702	\$128	
Insurance	\$900	\$900	\$0	
Loans	\$200	\$200	\$0	
Personal Care	\$150	\$140	\$10	
Pets	\$170	\$100	\$70	
Savings or Investments	\$200	\$200	\$0	
Taxes	\$300	\$300	\$0	
Transportation	\$1,425	\$1,375	\$50	
Grand Total	\$7,915	\$7,860	\$55	

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Projected Balance	(Projected minus expenses)	\$1,585	
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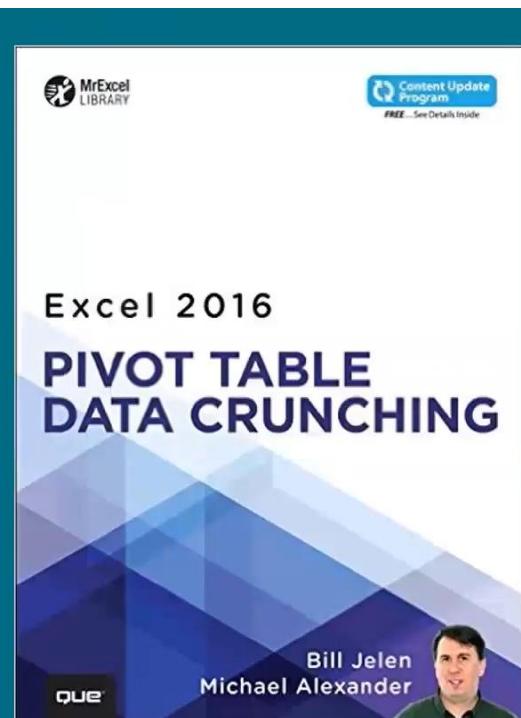
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	Income 2	\$2,300	
	Extra income	\$1,500	
	Total income	\$9,600	
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Insurance	\$900	\$900	\$0	
Loans	\$200	\$200	\$0	
Personal Care	\$150	\$140	\$10	
Pets	\$170	\$100	\$70	
Savings or Investments	\$200	\$200	\$0	
Taxes	\$300	\$300	\$0	
Transportation	\$1,425	\$1,375	\$50	
Grand Total	\$7,915	\$7,860	\$55	

Excel 2016

DATA INPUT							
DATE	L1	PRODUCT	CUSTOMER	AMOUNT	QUARTER	CUSTOMER	PRODUCT
1/1/2012		Product 14	Fabrikam, Inc.	\$1,886.00	QUARTER 1	A. Datum Corporation	Product 1
1/3/2012		Product 23	Alpine Ski House	\$4,022.00	QUARTER 1	Alpine Ski House	Product 10
1/4/2012		Product 18	Coho Winery	\$8,144.00	QUARTER 1	City Power & Light	Product 11
1/7/2012		Product 10	Southridge Video	\$8,002.00	QUARTER 1	Coho Winery	Product 13
1/11/2012		Product 7	Coho Winery	\$6,392.00	QUARTER 1	Contoso, Ltd	Product 14
1/25/2012		Product 1	Contoso, Ltd	\$6,444.00	QUARTER 1	Fabrikam, Inc.	Product 15
1/30/2012		Product 27	Southridge Video	\$2,772.00	QUARTER 1	Humongous Insurance	Product 16
2/4/2012		Product 30	City Power & Light	\$8,674.00	QUARTER 1	Northwind Traders	Product 17
2/5/2012		Product 16	A. Datum Corporation	\$2,332.00	QUARTER 1		
2/8/2012		Product 21	Alpine Ski House	\$5,370.00	QUARTER 1		
2/10/2012		Product 6	City Power & Light	\$1,768.00	QUARTER 1		
2/17/2012		Product 24	Coho Winery	\$5,474.00	QUARTER 1		
2/22/2012		Product 28	Fabrikam, Inc.	\$3,494.00	QUARTER 1		
2/24/2012		Product 22	City Power & Light	\$1,484.00	QUARTER 1		
2/29/2012		Product 26	Humongous Insurance	\$5,454.00	QUARTER 1		
3/1/2012		Product 15	City Power & Light	\$2,306.00	QUARTER 1		
3/8/2012		Product 9	A. Datum Corporation	\$8,652.00	QUARTER 1		
3/14/2012		Product 16	Alpine Ski House	\$3,594.00	QUARTER 1		
3/31/2012		Product 28	City Power & Light	\$9,130.00	QUARTER 1		
4/3/2012		Product 28	Southridge Video	\$9,986.00	QUARTER 2		
4/9/2012		Product 2	Fabrikam, Inc.	\$8,270.00	QUARTER 2		
4/10/2012		Product 30	A. Datum Corporation	\$5,184.00	QUARTER 2		
4/11/2012		Product 25	Contoso, Ltd	\$9,426.00	QUARTER 2		
4/11/2012		Product 15	Humongous Insurance	\$4,012.00	QUARTER 2		
4/15/2012		Product 28	Coho Winery	\$7,724.00	QUARTER 2		
5/3/2012		Product 21	Northwind Traders	\$2,264.00	QUARTER 2		
5/4/2012		Product 30	Coho Winery	\$9,374.00	QUARTER 2		
5/5/2012		Product 17	Humongous Insurance	\$3,692.00	QUARTER 2		



I recommend this book as the best PivotTable reference available. Skokie Library has it available as an electronic book. (EPUB)

Excel 2015 Pivot Table Data Crunching, by Bill Jelen and Michael Alexander

More Excel classes:

- Charts and Graphs
- Formulas and Functions
- Making a Budget using Excel