Create a Pivot Table

Excel Step-by-Step How-to for Windows

Excel for Mac Instructions on page 7

Instructions: Use this guide to create a pivot table.

Data requirement: three variables (two with quantitative data, one with categorical data)
Sample Data: yearly snowfall in Rochester and Syracuse.

Step	Windows Instructions + Screen Shot
1. Arrange the data you want to use into columns, ensuring each column is a unique variable.	

	A	B	C	D	E
1	**Year**	**Snowfall**	**City**		
2	2015	17.7	Rochester		
3	2014	20.8	Rochester		
4	2013	11.7	Rochester		
5	2012	19.9	Rochester		
6	2011	31.4	Rochester		
7	2010	33.8	Rochester		
8	2009	29.3	Rochester		
9	2008	15.2	Rochester		
10	2007	29.8	Rochester		

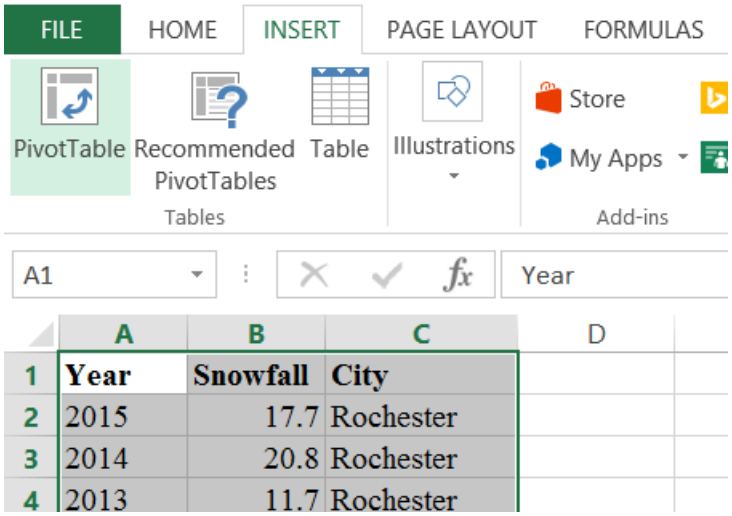
2. Select all data values for all variables.

To do this, click on the first cell in the top left corner of the excel sheet, and drag your cursor to the bottom right cell of the last column in your data.

	A	B	C	D	E
1	**Year**	**Snowfall**	**City**		
2	2015	17.7	Rochester		
3	2014	20.8	Rochester		
4	2013	11.7	Rochester		
5	2012	19.9	Rochester		
6	2011	31.4	Rochester		
7	2010	33.8	Rochester		
8	2009	29.3	Rochester		
9	2008	15.2	Rochester		
10	2007	29.8	Rochester		
11	2006	14	Rochester		
12	2005	49.7	Rochester		

3. Create a pivot table from your data set.

From the “insert” tab, click “Pivot Table.” Click “ok” to insert the pivot table in a new sheet. Label the new sheet “Descriptives.”

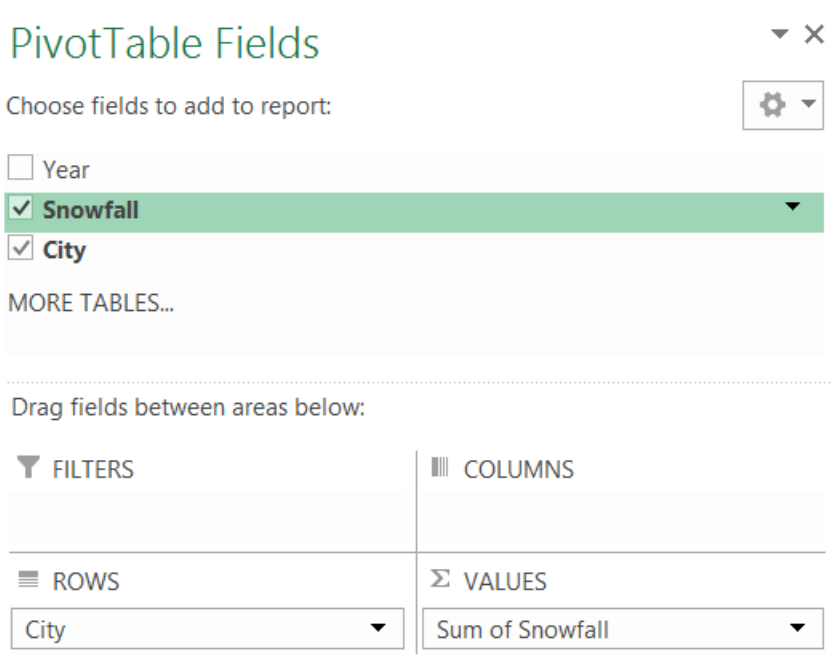


4. Specify data that you want represented in pivot table.

From the new sheet that has the pivot table, click on any part of the pivot table to make the "Pivot Table Fields" menu appear on the right.

You can select any of your variables by checking them off. Whatever category they appear under in the PivotTable Fields menu will be there they are represented in your table.

Check off the "city" field to add it to a report. Make sure it appears under the "Rows" area. Then check off the "snowfall" field to add it to the report. Make sure it appears under the "Values" areas.

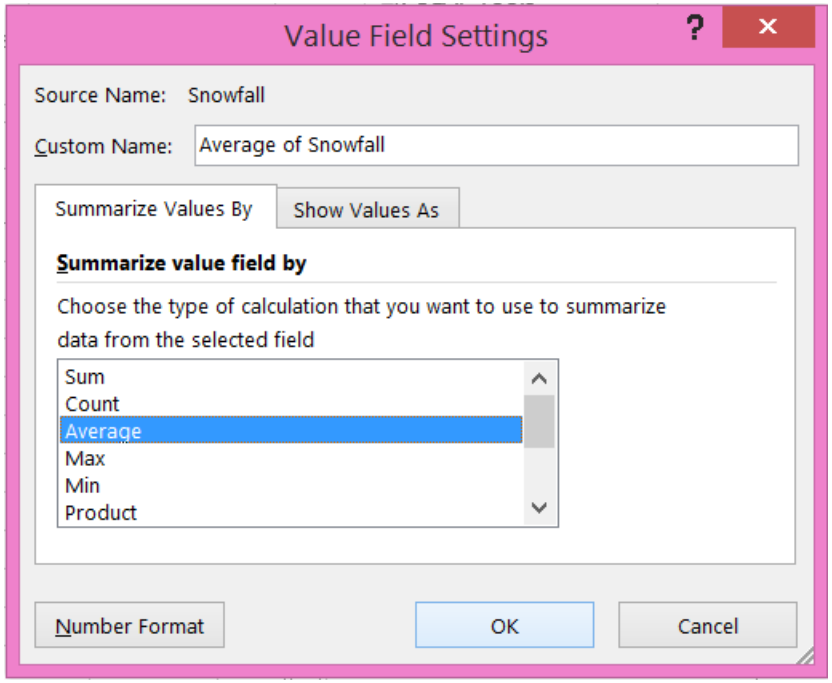


TIP: To easily change fields of your pivot table:

Simply drag and drop fields between the four areas in the pivot table menu.

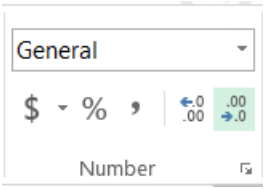
5. Change a value data summary from being a sum to being an average.

To do this, click the dropdown arrow on “Sum of Snowfall” field in the “Values” area, then click “value field settings.” Select “average” from the “Summarize values by” tab on the “value field settings” menu. Click “ok” to apply changes.



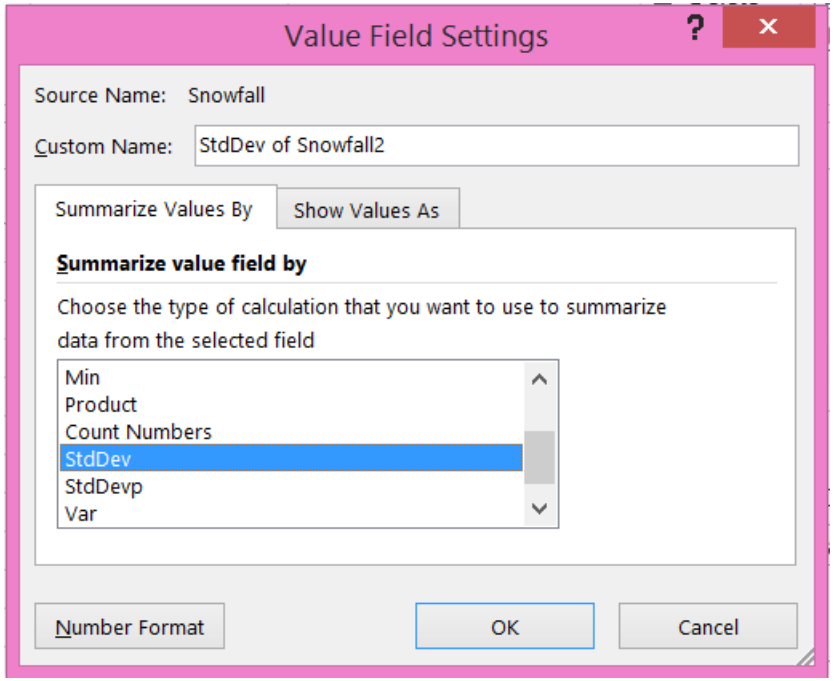
6. Decrease the number of decimal places to one or two for all the values in your pivot table.

Use the decimal button on the top toolbar to decrease the number of decimal places to one or two for all the values in your pivot table.



7. Add another field to values and change the field to be a standard deviation.

Using the “value field settings” menu (as in Step 5), change the field setting of the second "snowfall" field to be a standard deviation by selecting "StdDev" from the "Summarize values by" tab on the "value field settings" menu. Click "ok" to apply changes.



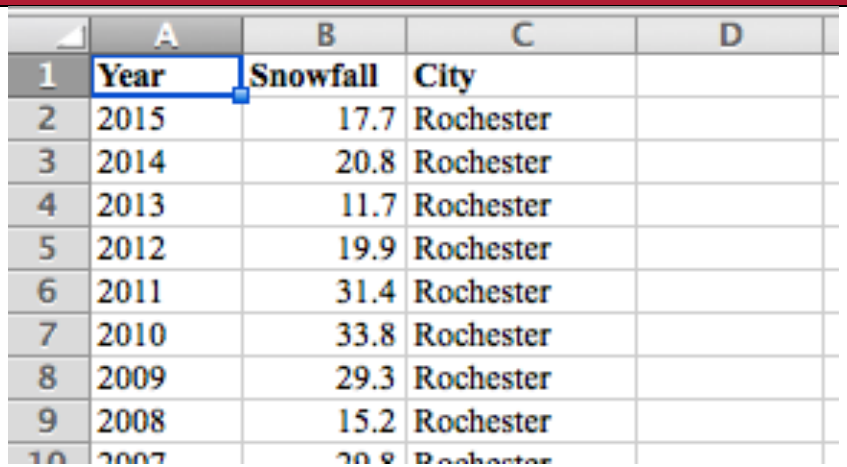
Create a Pivot Table

Excel Step-by-Step How-to for Mac

Excel for Windows Instructions on page 1

Instructions: Use this guide to create a pivot table.

Data requirement: three variables (two with quantitative data, one with categorical data)
Sample Data: yearly snowfall in Rochester and Syracuse.

Step	Mac Instructions + Screen Shot
1. Arrange the data you want to use into columns, ensuring each column is a unique variable.	

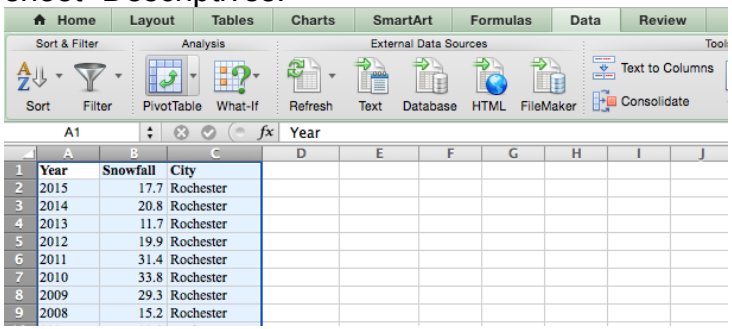
	A	B	C	D
1	Year	Snowfall	City	
2	2015	17.7	Rochester	
3	2014	20.8	Rochester	
4	2013	11.7	Rochester	
5	2012	19.9	Rochester	
6	2011	31.4	Rochester	
7	2010	33.8	Rochester	
8	2009	29.3	Rochester	
9	2008	15.2	Rochester	

2. Select all data values for all variables.

To do this, click on the first cell in the top left corner of the excel sheet, and drag your cursor to the bottom right cell of the last column in your data.

3. Create a pivot table from your data set.

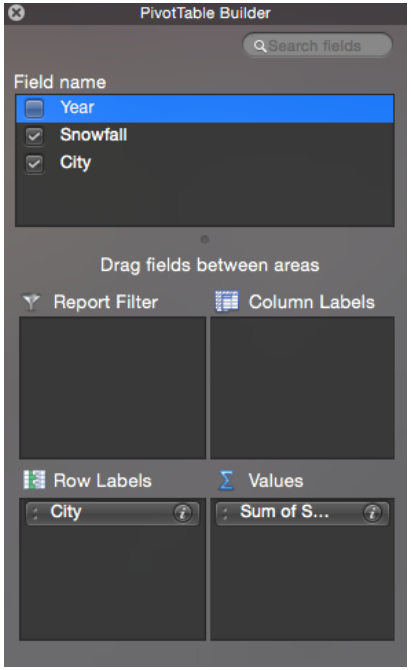
From the “Data” tab, click “PivotTable” to insert the pivot table in a new sheet. Label the new sheet “Descriptives.”



	A	B	C	D	E	F	G	H	I	J
1	Year	Snowfall	City							
2	2015	17.7	Rochester							
3	2014	20.8	Rochester							
4	2013	11.7	Rochester							
5	2012	19.9	Rochester							
6	2011	31.4	Rochester							
7	2010	33.8	Rochester							
8	2009	29.3	Rochester							
9	2008	15.2	Rochester							

4. Customize pivot table.

Select the variable you would like to add to a report. Make sure it appears under the proper area.

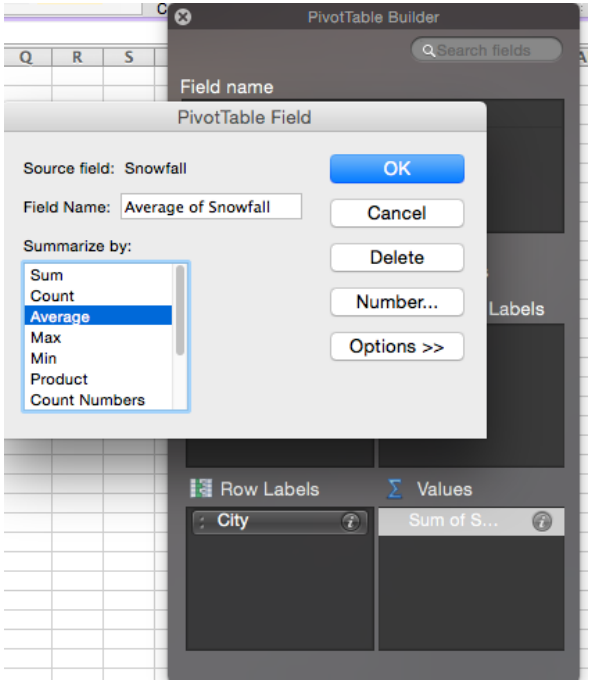


TIP: To easily move fields around in the pivot table menu:

Simply drag and drop fields between the four areas in the pivot table menu.

5. Change a value data summary form being a sum to being an average.

To do this, click the “i” icon on “Sum of Snowfall” field in the “Values” area, then click “value field settings.” Select “average” from the “Summarize values by” tab. Click “ok” to apply changes.



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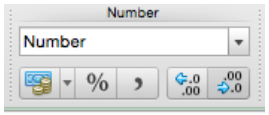
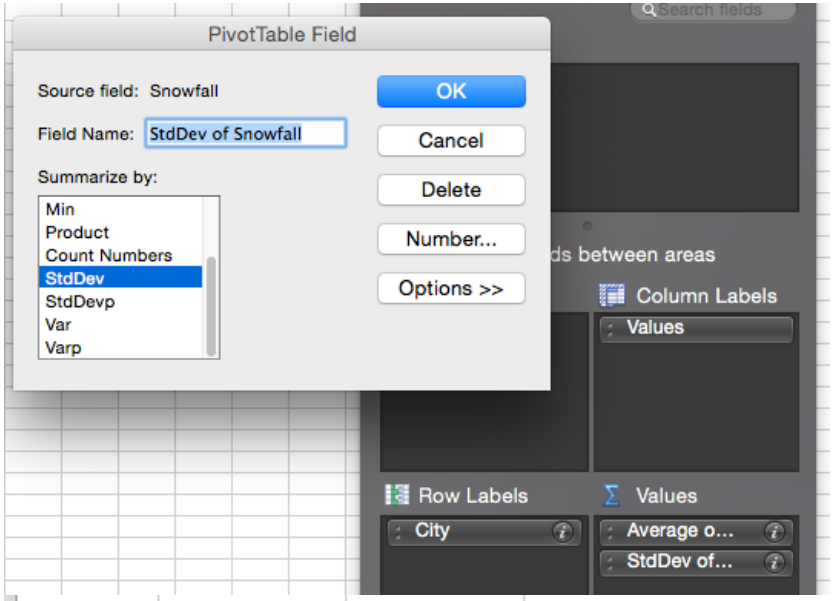


7. Add another field to values and change the field to be a standard deviation.

Using the “value field settings” menu (as in Step 5), change the field setting of the second "snowfall" field to be a standard deviation by selecting "StdDev" from the "Summarize values by" tab. Click "ok" to apply changes.



	Values	
Row Labels	Average of Snowfall	StdDev of Snowfall
Rochester	24.4	12.3
Vancouver	7.0	6.1
Grand Total	**15.7**	**13.1**