What is pivot table?

Select whole data ( ctrl+shift+down-arrow+right-arrow ) -> insert -> pivot table -> new/existing work sheet -> ok

Pivot table fields -> 4 sections (filters, columns, rows, values(sum))

Generally, we put any values data in values field or it will show count of that type data

In columns field data will be shown in columns

In rows field data will be shown in rows

In filter field with respect to which field we want to filter out the data

To view entire data double click on that field in pivot table