**Lesson 5 Demo 1**

**Create PivotTable**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Pivot Table.xlsx** and worksheet **Data**

**Step 2: Creating a pivot table**

2.1 Click on **PivotTable** under the Insert tab

Graphical user interface, application

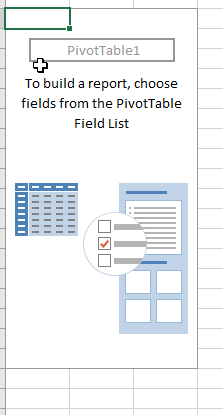
Description automatically generated

2.2 In the Create PivotTable dialog, select the input range and choose a **New Worksheet** for the pivot table

Graphical user interface, text, application

Description automatically generated

2.3 Click on the Pivot table in the new sheet to get the Fields list. Choose Pivot fields as given below



Graphical user interface, application

Description automatically generated

2.4 Click on Value Field Settings in **Count of Net Sales**

Graphical user interface, text, application

Description automatically generated

2.5 Choose **Sum** and click **OK**

Graphical user interface, text, application

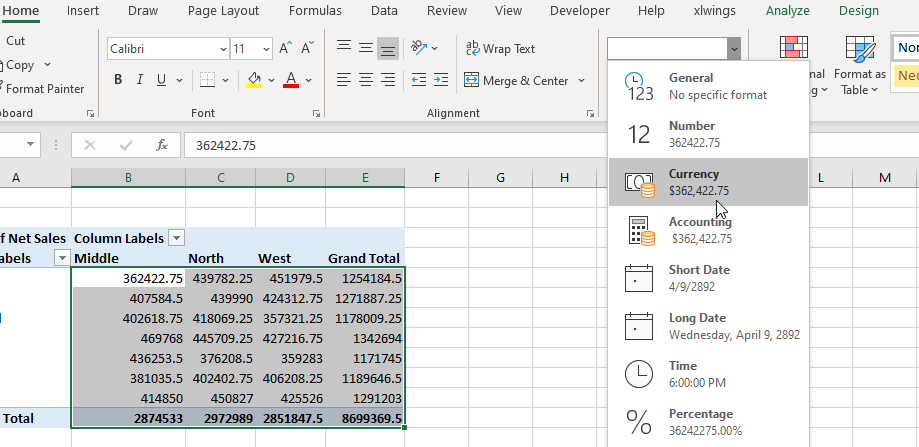
Description automatically generated

2.6 The output of the new sheet looks like the following

Text, table

Description automatically generated

2.7 Change the formatting to **Currency**



2.8 The final sheet looks like the following:

