**Lesson 5 Demo 5**

**How to Add Calculated Item**



**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 in 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 a new sheet to get the Fields list. Choose Pivot fields as below

Graphical user interface, application

Description automatically generated

2.4 Click on Value Field Settings in 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 new output sheet looks like this. Change the formatting if required

Text, table

Description automatically generated

2.7 Click on the pivot table **West** cell

2.8 Click on Calculated Item link in Fields, Items, & Sets under the Analyze tab

Graphical user interface, application, table, Excel

Description automatically generated

2.9 Create a new calculated Item for Region as shown below:

Graphical user interface, application

Description automatically generated

2.10 Change the newly created column to percent values

Table

Description automatically generated