**Lesson 5 Demo 4**

**How to Add Calculated Field**



**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 Create a pivot table by clicking on the **Insert** tab, selecting the drop-down under **PivotTable**, and choosing **From Table/Range**

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 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 output of the new sheet looks like this. Change the formatting if required

Table

Description automatically generated

2.7 Click on **Calculated Field** under **Fields, Items, & Sets** in the **Analyze** tab

Graphical user interface, application, table, Excel

Description automatically generated

2.8 Enter the Insert Calculated Field as below:

Graphical user interface

Description automatically generated

2.9. Click on Add and select OK

2.10 The output pivot table is shown below:

Table

Description automatically generated