Business Intelligence
Practical #5

VSIT

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Class	TY BSc IT	Division	C
Subject/Course:	Business intelligence		
Topic	Introduction to Pivot Table		

Overview of Pivot Table
What are the steps to insert a Pivot Table in Excel?

- A PivotTable is an interactive way to quickly summarize large amounts of data. You can use a PivotTable to analyze numerical data in detail, and answer unanticipated questions about your data. A PivotTable is especially designed for:
- Querying large amounts of data in many user-friendly ways.
- Subtotaling and aggregating numeric data, summarizing data by categories and subcategories, and creating custom calculations and formulas.
- Expanding and collapsing levels of data to focus your results, and drilling down to details from the summary data for areas of interest to you.
- Moving rows to columns or columns to rows (or "pivoting") to see different summaries of the source data.
- Filtering, sorting, grouping, and conditionally formatting the most useful and interesting subset of data enabling you to focus on just the information you want.
- Presenting concise, attractive, and annotated online or printed reports
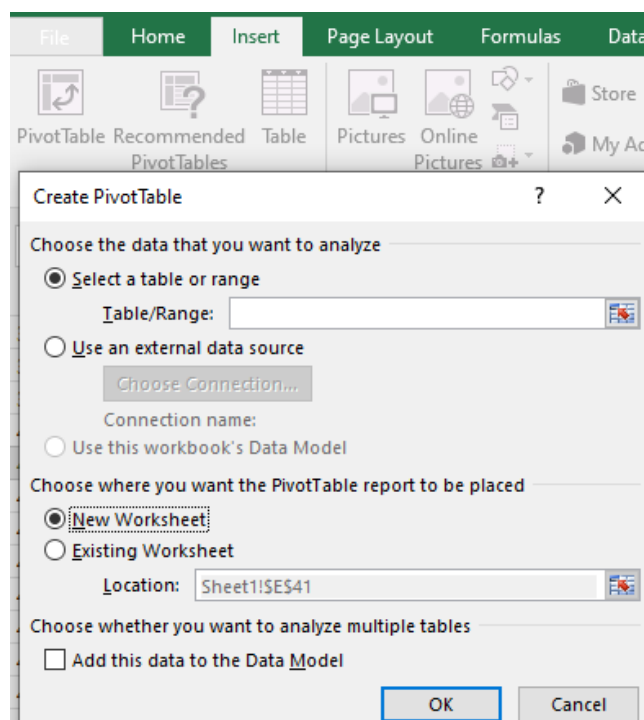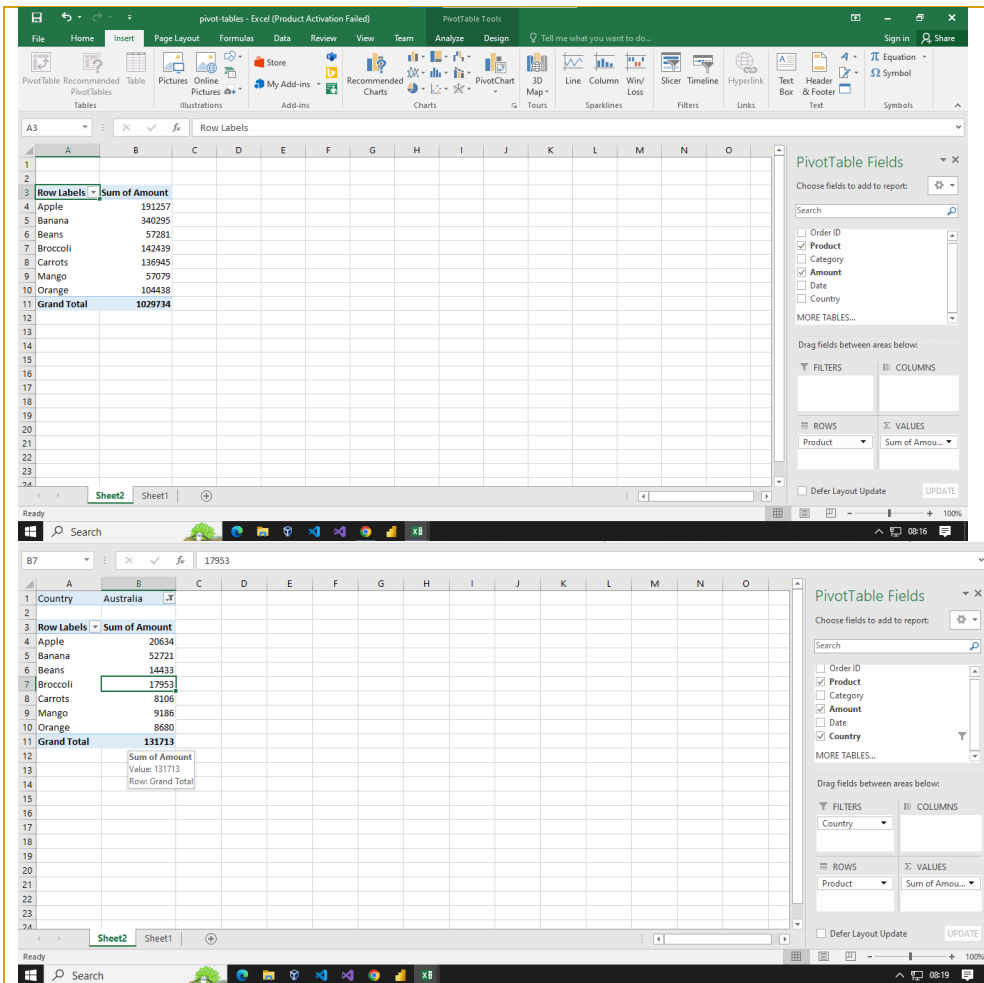
Introduction to Different types of Pivot Table
Which are the functions mainly used in Pivot Table?

You can use a PivotTable to summarize, analyze, explore, and present summary data. PivotCharts complement PivotTables by adding visualizations to the summary data in a PivotTable, and allow you to easily see comparisons, patterns, and trends. Both PivotTables and PivotCharts enable you to make informed decisions about critical data in your enterprise. You can also connect to external data sources such as SQL Server tables, SQL Server Analysis Services cubes, Azure Marketplace, Office Data Connection (.odc) files, XML files, Access databases, and text files to create PivotTables, or use existing PivotTables to create new tables.

Uses of a pivot table

A pivot table helps users answer business questions with minimal effort. Common pivot table uses include:

- To calculate sums or averages in business situations. For example, counting sales by department or region.
- To show totals as a percentage of a whole. For example, comparing sales for a specific product to total sales.
- To generate a list of unique values. For example, showing which states or countries have ordered a product.
- To create a 2x2 table summary of a complex report.

To identify the maximum and minimum values of a dataset.

What are the steps to calculate summary in Pivot Table?

1	Country	Australia	▼
2			
3	Row Labels ▼	Sum of Amount	
4	Apple	20634	
5	Banana	52721	
6	Beans	14433	
7	Broccoli	17953	
8	Carrots	8106	
9	Mango	9186	
10	Orange	8680	
11	Grand Total	131713	
12			
13			
14			
15			
16			
17			

Value Field Settings   ?   ✕

Source Name: Amount

Custom Name: Count of Amount

Summarize Values By   Show Values As

Summarize value field by

Choose the type of calculation that you want to use to summarize
data from the selected field

Sum
Count
Average
Max
Min
Product

Number Format   OK   Cancel

1	Country	Australia	▼
2			
3	Row Labels ▼	Average of Amount	
4	⊟Group2		
5	Apple	5158.5	
6	Banana	5272.1	
7	Mango	4593	
8	Orange	2893.333333	
9	⊟Group1		
10	Beans	4811	
11	Broccoli	8976.5	
12	Carrots	2702	
13	Grand Total	4878.259259	

What are the steps to create two-dimensional Pivot Table?

What are the steps to create Group Pivot Table?
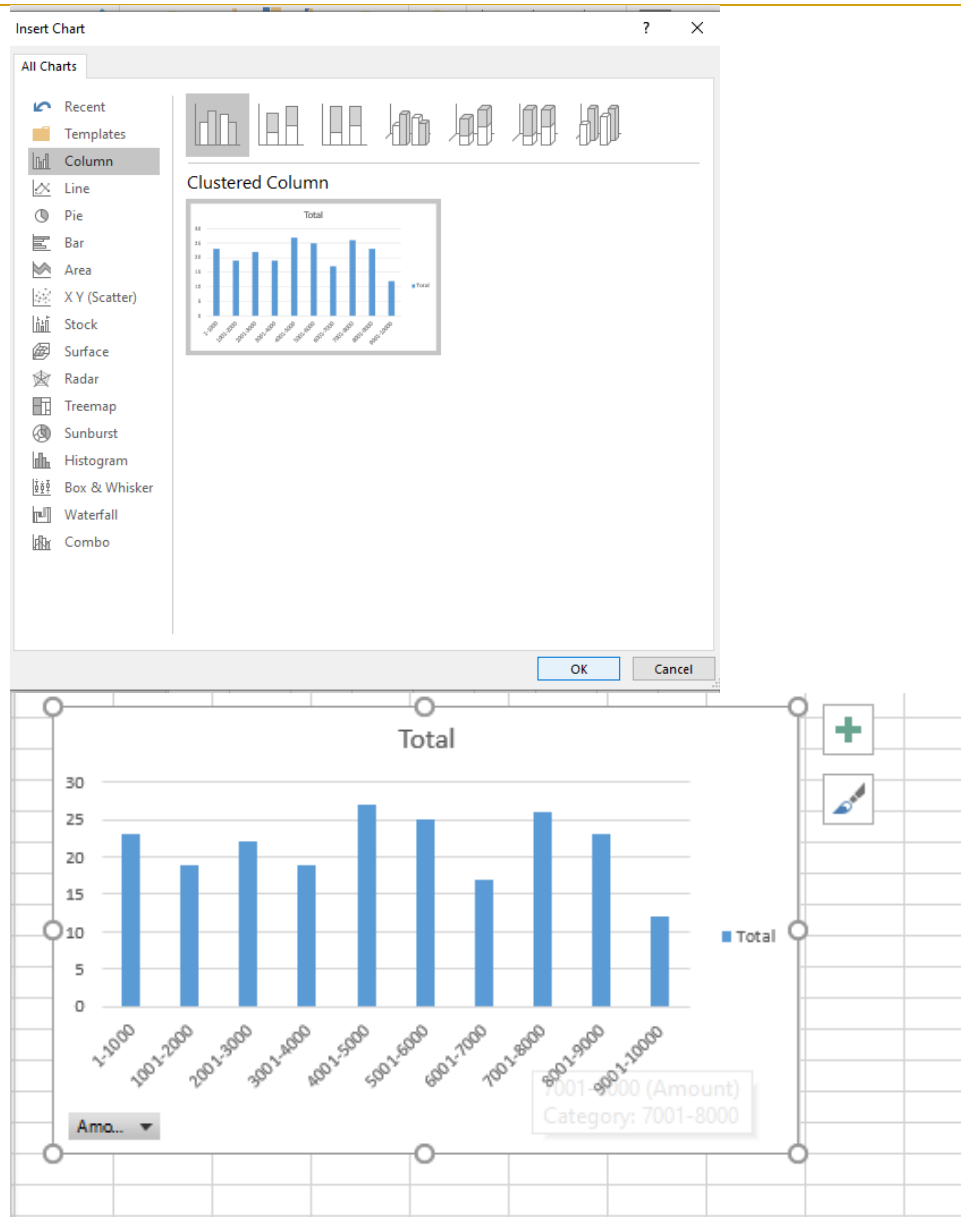

What are the steps to create multilevel Pivot Table?

What are the steps to create Frequency Distribution Pivot Table?
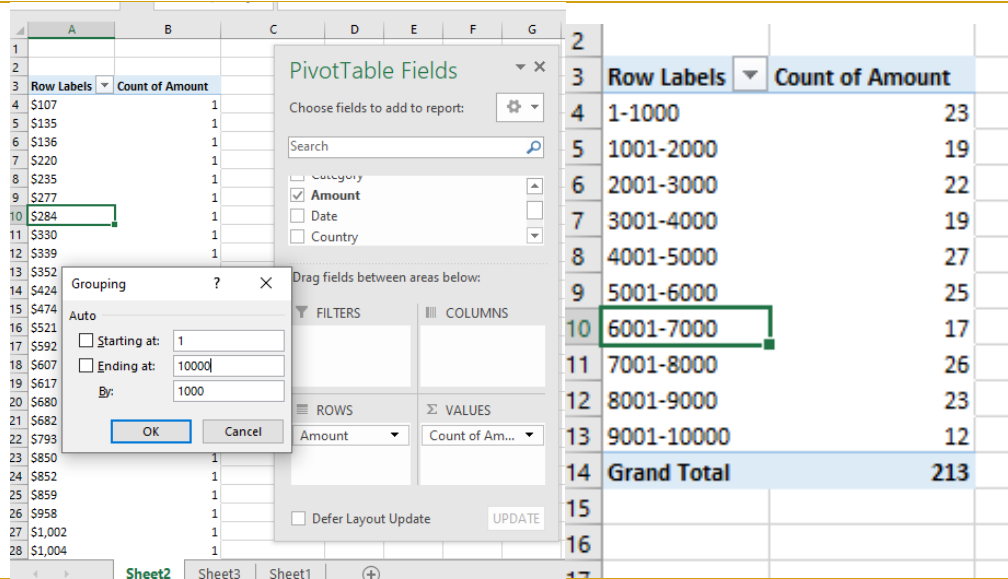
How to insert a Pivot Chart in Excel?

What are the steps to insert slicers in Pivot Table?

Row Labels	Count of Amount
1-1000	23
1001-2000	19
2001-3000	22
3001-4000	19
4001-5000	27
5001-6000	25
6001-7000	17
7001-8000	26
8001-9000	23
9001-10000	12
Grand Total	213

Insert Slicers   ?   ✕

- ☐ Order ID
- ☐ Product
- ☐ Category
- ☐ Amount
- ☐ Date
- ☑ Country
- ☐ Product2

OK   Cancel

Row Labels	Count of Amount
1-1000	6
1001-2000	5
2001-3000	4
3001-4000	6
4001-5000	10
5001-6000	8
6001-7000	4
7001-8000	9
8001-9000	3
9001-10000	2
Grand Total	57

Country
- Australia
- Canada
- France
- Germany
- New Zealand
- United Kingdom
- United States

Total

PivotTable Fields

Choose fields to add to report:

Search

- Category
- ☑ Amount
- ☐ Date
- ☐ Country

Drag fields between areas below:

FILTERS   COLUMNS

ROWS   VALUES
Amount   Count of Am...

☐ Defer Layout Update   UPDATE