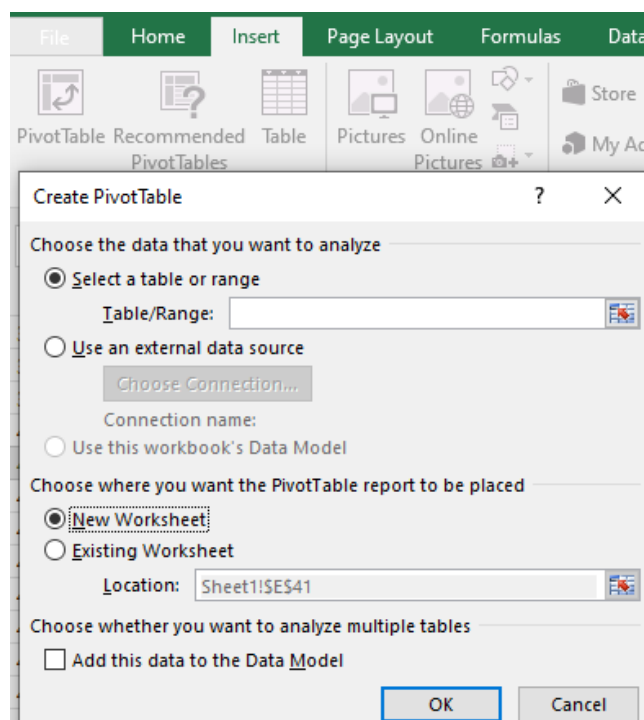


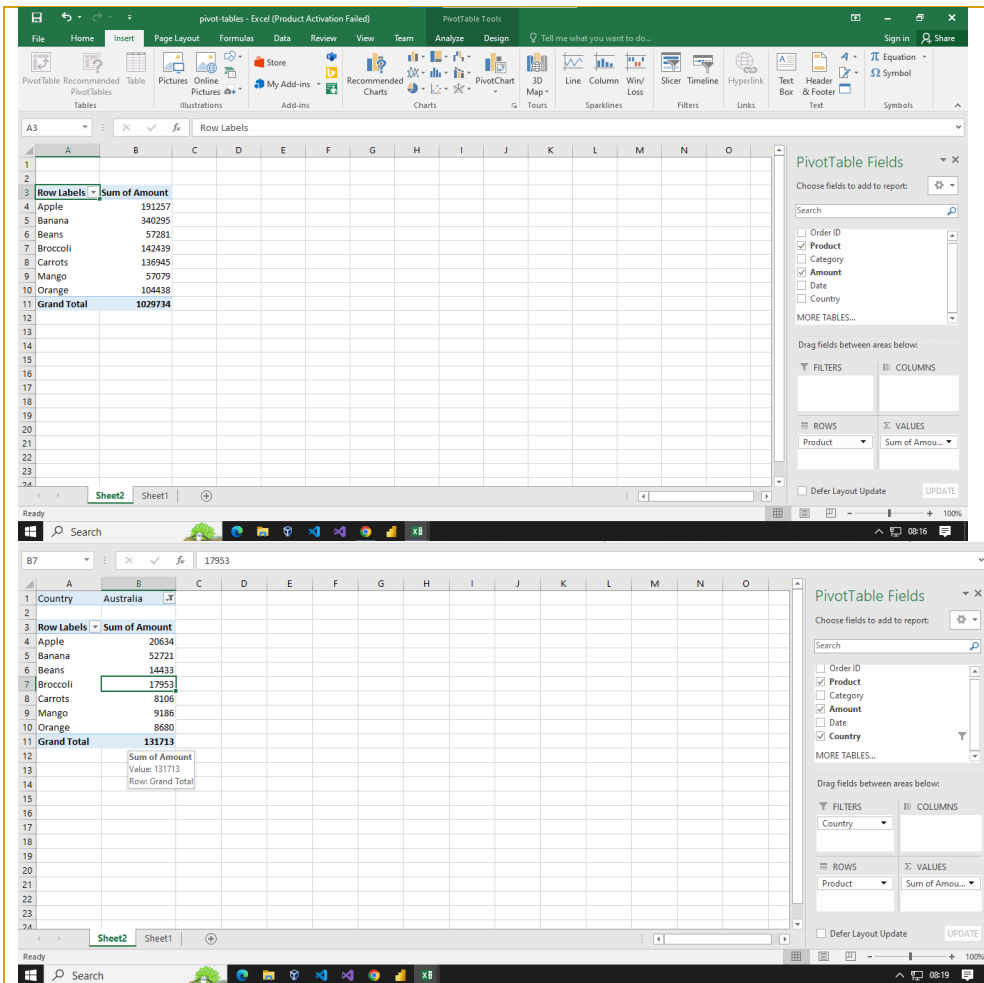
| | | | |
|-----------------|-----------------------------|-------------|------------|
| Name | Sanjeev Gupta | Roll Number | 21302B0023 |
| Class | TY BSc IT | Division | C |
| Subject/Course: | Business intelligence | | |
| Topic | Introduction to Pivot Table | | |

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.

Data Visualization

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?

| | A | B |
|----|-------------|---------------|
| 1 | | |
| 2 | | |
| 3 | Row Labels | Sum of Amount |
| 4 | Qtr1 | 256991 |
| 5 | Qtr2 | 304413 |
| 6 | Qtr3 | 252162 |
| 7 | Qtr4 | 216168 |
| 8 | Grand Total | 1029734 |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |

PivotTable Fields

Choose fields to add to report:

Search

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

Date

VALUES

Sum of A...

☐ Defer Layout Update

UPDATE

What are the steps to create Group Pivot Table?

| | A | B | C | D | E | F | G |
|----|------------------|---------------|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | Row Labels | Sum of Amount | | | | | |
| 4 | ⊟ Australia | 131713 | | | | | |
| 5 | Fruit | 91221 | | | | | |
| 6 | Vegetables | 40492 | | | | | |
| 7 | ⊟ Canada | 94745 | | | | | |
| 8 | Fruit | 82338 | | | | | |
| 9 | Vegetables | 12407 | | | | | |
| 10 | ⊟ France | 141056 | | | | | |
| 11 | Fruit | 125931 | | | | | |
| 12 | Vegetables | 15125 | | | | | |
| 13 | ⊟ Germany | 155168 | | | | | |
| 14 | Fruit | 66430 | | | | | |
| 15 | Vegetables | 88738 | | | | | |
| 16 | ⊟ New Zealand | 66782 | | | | | |
| 17 | Fruit | 62392 | | | | | |
| 18 | Vegetables | 4390 | | | | | |
| 19 | ⊟ United Kingdom | 173137 | | | | | |
| 20 | Fruit | 87786 | | | | | |
| 21 | Vegetables | 85351 | | | | | |
| 22 | ⊟ United States | 267133 | | | | | |
| 23 | Fruit | 176971 | | | | | |
| 24 | Vegetables | 90162 | | | | | |
| 25 | Grand Total | 1029734 | | | | | |
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |

PivotTable Fields

Choose fields to add to report:

Search

☒ Amount

☐ Date

☒ Country

☐ Product?

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

Country

Category

VALUES

Sum of Amou...

☐ Defer Layout Update

UPDATE

What are the steps to create multilevel Pivot Table?

| | A | B | C | D | E | F | G |
|----|----------------|---------------|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | Row Labels | Sum of Amount | | | | | |
| 4 | ⊟ Apple | 191257 | | | | | |
| 5 | Australia | 20634 | | | | | |
| 6 | Canada | 24867 | | | | | |
| 7 | France | 80193 | | | | | |
| 8 | Germany | 9082 | | | | | |
| 9 | New Zealand | 10332 | | | | | |
| 10 | United Kingdom | 17534 | | | | | |
| 11 | United States | 28615 | | | | | |
| 12 | ⊟ Banana | 340295 | | | | | |
| 13 | Australia | 52721 | | | | | |
| 14 | Canada | 33775 | | | | | |
| 15 | France | 36094 | | | | | |
| 16 | Germany | 39686 | | | | | |
| 17 | New Zealand | 40050 | | | | | |
| 18 | United Kingdom | 42908 | | | | | |
| 19 | United States | 95061 | | | | | |
| 20 | ⊟ Beans | 57281 | | | | | |
| 21 | Australia | 14433 | | | | | |
| 22 | France | 680 | | | | | |
| 23 | Germany | 29905 | | | | | |
| 24 | United Kingdom | 5100 | | | | | |
| 25 | United States | 7163 | | | | | |
| 26 | ⊟ Broccoli | 142439 | | | | | |
| 27 | Australia | 17953 | | | | | |
| 28 | Canada | 12407 | | | | | |

PivotTable Fields

Choose fields to add to report:

Search

☒ Product

☐ Category

☒ Amount

Drag fields between areas below:

FILTERS

COLUMNS

ROWS

Product

Country

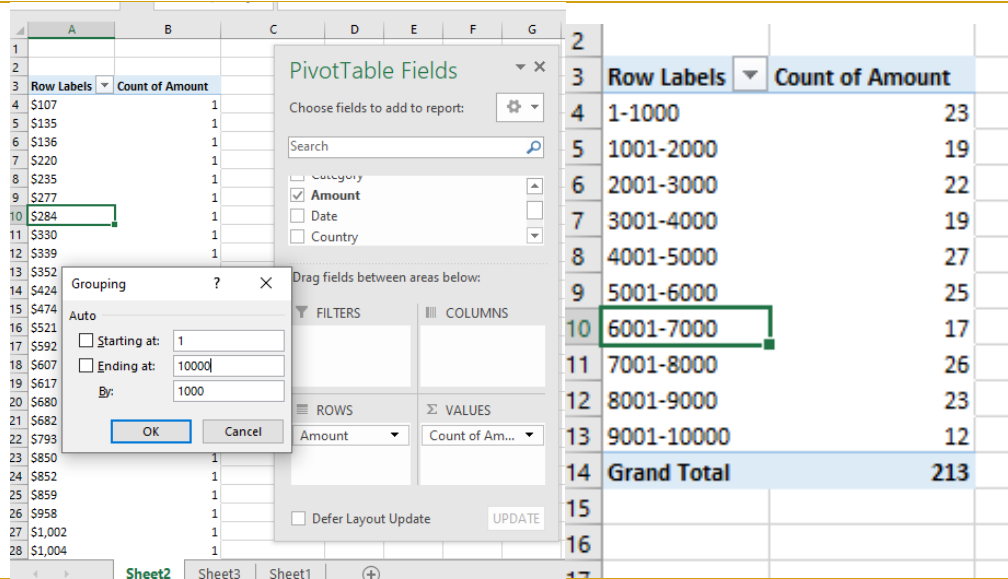
VALUES

Sum of Amou...

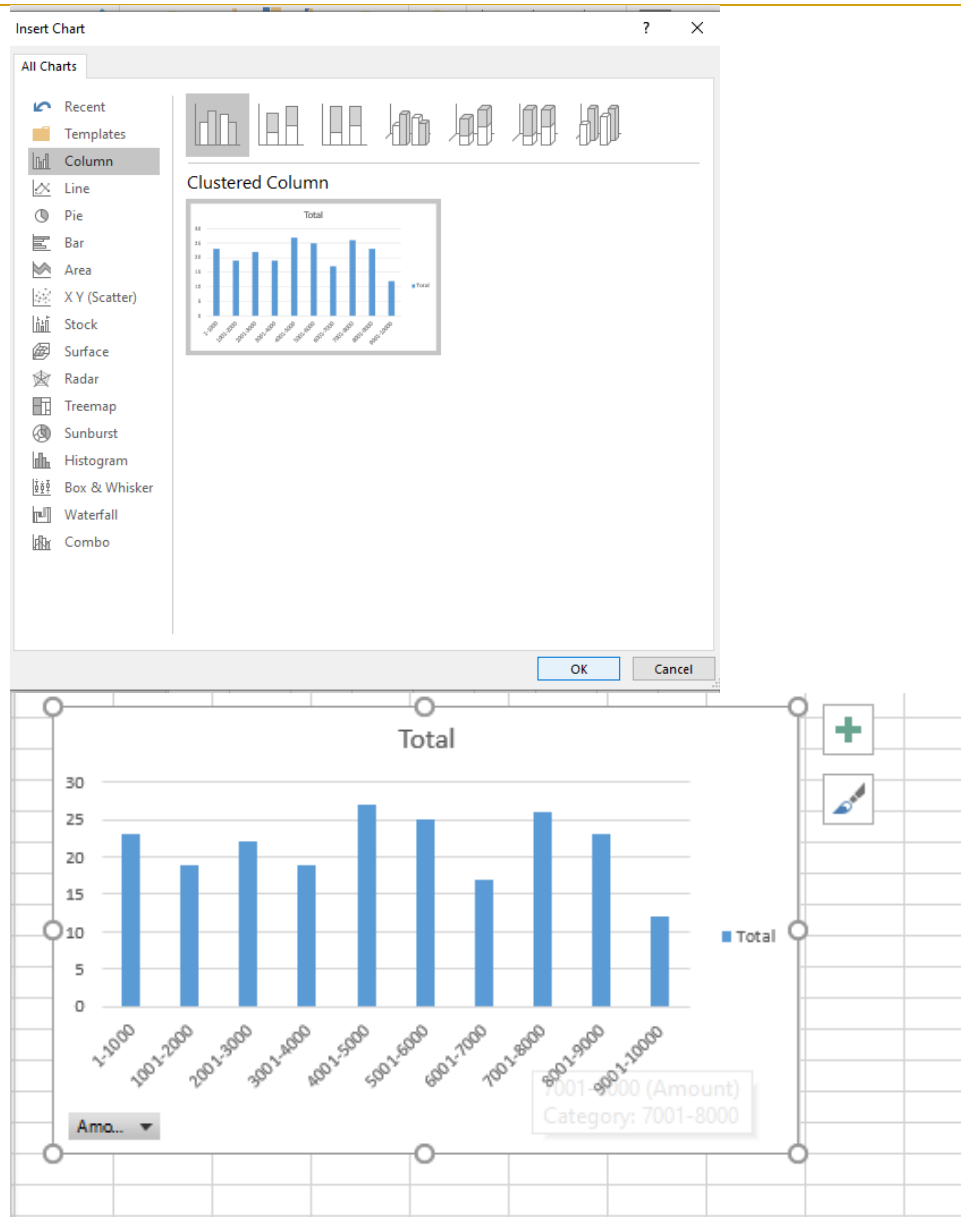
☐ Defer Layout Update

UPDATE

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?

The screenshot shows an Excel PivotTable with 'Row Labels' and 'Count of Amount'. The 'Insert Slicers' dialog box is open, showing a list of fields with checkboxes. The 'Country' checkbox is selected.

| 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

The screenshot shows the final setup in Excel. The PivotTable is filtered by 'Country' (United Kingdom). A bar chart titled 'Total' displays the data. A slicer for 'Country' is visible, and the PivotTable Fields task pane shows the layout configuration.

| Country | Count of Amount |
|----------------|-----------------|
| Australia | 6 |
| Canada | 5 |
| France | 4 |
| Germany | 10 |
| New Zealand | 8 |
| United Kingdom | 57 |
| United States | 2 |

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