Welcome to

# INTERNSHIP STUDIO

Module 01 | Lesson 06

## Data Analysis and Visualization in Excel

**Creating PivotTables**

# What are PivotTables?

- PivotTables are powerful data analysis tools in Excel.

- They allow you to summarize and analyze large amounts of data quickly and efficiently.

- PivotTables enable you to extract insights, identify trends, and make data-driven decisions.

# Benefits of PivotTables

- **Simplify complex data**: PivotTables provide a clear and concise summary of data.

- **Dynamic analysis**: Easily change and rearrange fields to view data from different perspectives.

- **Aggregation and calculations**: Perform calculations, such as sum, average, count, and more, on your data.

# Creating a PivotTable

- **<u>Select the data</u>**: Highlight the data range that you want to analyze.

- **<u>Go to the "Insert" tab</u>**: Click on the "PivotTable" button.

- **<u>Choose the data source</u>**: Confirm that the correct data range is selected and click "OK".

- **<u>Design the PivotTable</u>**: Drag and drop fields into the Rows, Columns, and Values areas.

# Designing a PivotTable

- **<u>Rows</u>**: Place fields here to define the rows of your PivotTable.

- **<u>Columns</u>**: Place fields here to define the columns of your PivotTable.

- **<u>Values</u>**: Place fields here to define the values to be summarized.

# PivotTable Example

- Imagine you have a sales dataset with columns for Product, Region, Sales Rep, and Sales Amount.

- Create a PivotTable to analyze total sales by Region and Sales Rep.

# PivotTable Customization

- Customize your PivotTable by applying formatting, sorting, and filtering options.

- Modify the calculation options for the summarized values, such as sum, average, or count.

# Refreshing the PivotTable

- If your data changes or updates, you can easily refresh the PivotTable to reflect the latest information.

- Right-click on the PivotTable and select "Refresh" or use the Refresh button in the PivotTable Analyze/Options tab.

# PivotTable Tips

- Experiment with different field combinations to explore your data from various angles.

- Use PivotTable Slicers to filter and analyze specific data subsets interactively.

- Utilize PivotCharts to visualize your PivotTable data in different chart formats.

# SUMMARY

## You got this

- PivotTables are valuable tools for analyzing and summarizing complex data in Excel.

- By creating PivotTables, you can gain insights, uncover patterns, and make informed decisions.

- Explore the various customization options and features to maximize the potential of PivotTables for your data analysis needs.

## Next session

Live Practice