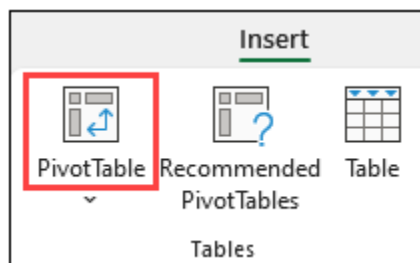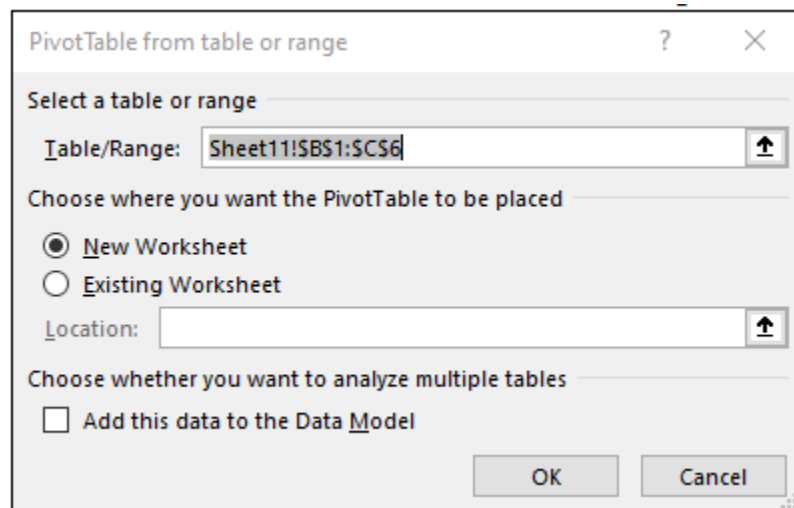# How to create a **PivotTable** in Excel

1. Select the cells you want to create a PivotTable from.

Note: Your data should be organized in columns with a single header row.

2. Select **Insert** > **PivotTable**.

3. This will create a PivotTable based on an existing table or range.

4. Choose where you want the PivotTable report to be placed. Select **New Worksheet** to place the PivotTable in a new worksheet or **Existing Worksheet** and select where you want the new PivotTable to appear.

5. Click **OK**

6. To build a report, choose Fields from the **PivotTable Field**s list. The Field list presents headers from the source data.
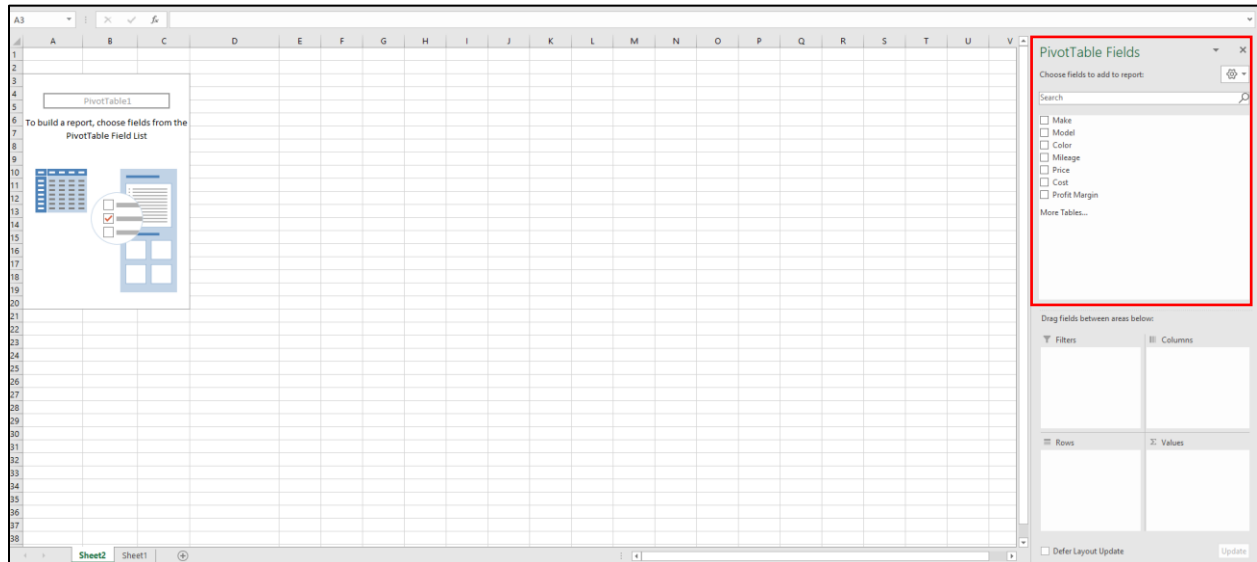
7. Drag the Field items within the **Filters**, **Columns**, **Rows**, and **Values** areas to customize your report.