

MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson06 : Pivot Table and Charts

Lesson Objectives

- Pivot table
- Simple Charts
- Pivot Charts



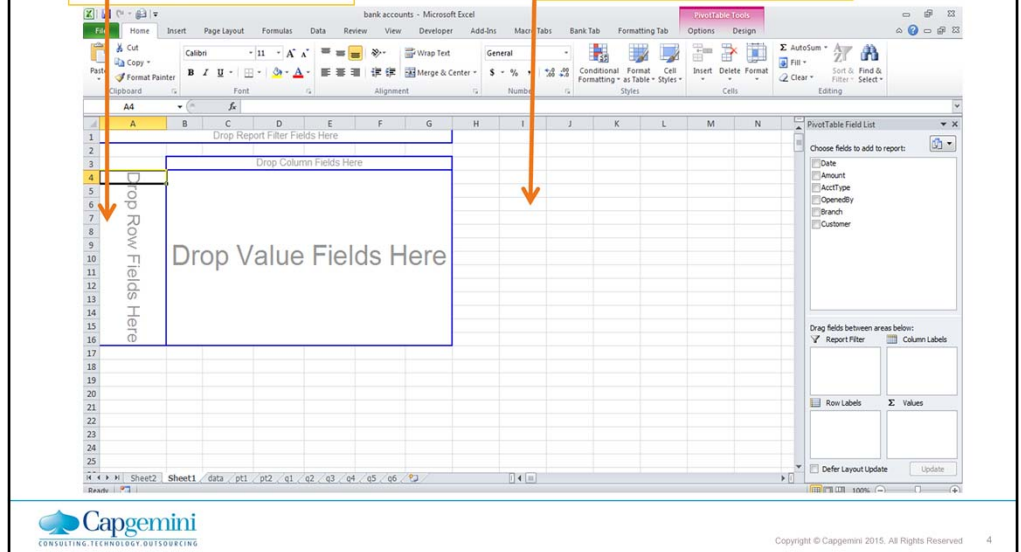
Pivot Table

- A pivot table is essentially a dynamic summary report generated from a database.
- The database can reside in a worksheet (in the form of a table) or in an external data file.
- A pivot table helps to transform endless rows and columns of numbers into a meaningful presentation of the data. Pivot table are very powerful tool for summarized analysis of the data.
- Pivot tables are available under Insert tab » PivotTable dropdown » PivotTable

Pivot Table

used as the labels for each row.


the values to be summarized.




- Field List to hide and redisplay the PivotTable Field List task pane on the right side of the Worksheet area.
- +/- Buttons to hide and redisplay the expand (+) and collapse (-) buttons in front of particular Column Fields or Row Fields that enable you to temporarily remove and then redisplay their particular summarized values in the pivot table.
- Field Headers to hide and redisplay the fields assigned to the Column Labels and Row Labels in the pivot table.
- A Row field is used as the labels for each row. Additional row fields placed in the PivotTable are nested (grouped) within the primary row field (the left-most field)
- A Column field is used as the label for each column. Additional column fields placed in the PivotTable are nested (grouped) within the primary column field (the top-most field) In choosing which field(s) that will be used as Row(s) or Column(s), remember that Excel 2010 is "limited" to 16,384 columns across the worksheet which may influence the decision.
- A Value field, such as Sum of Sales, provides the values to be summarized. The name and function assigned to the Data field will be displayed in the top left cell of the PivotTable
- A Report Filter field can be used to filter the PivotTable for a particular item in that Page field.

Pivot Table

- Refer Chapter5_PivotTable_BankAccount.xlsx

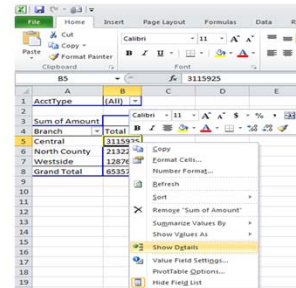




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Drill Down

- When you summarize your data by creating an Excel Pivot Table, each number in the Values area represents one or more records in the pivot table source data.
- If you have questions about the summarized data, a quick way to see the underlying records is to use the Show Details (DrillDown) feature.
- With the Show Details feature you can create a list of the related records on a new worksheet, then examine the data, to see where any problems occur.

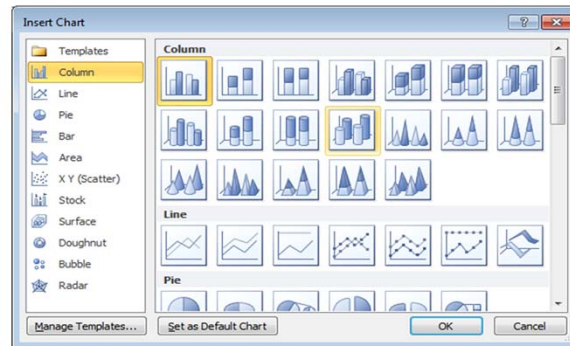


Charts

- A chart is a visual representation of the data present in an excel sheet , which helps in arriving at a conclusion or decision .
- Excel supports the following types of charts
 - Simple Charts
 - Pivot Charts : Created from Pivot Tables

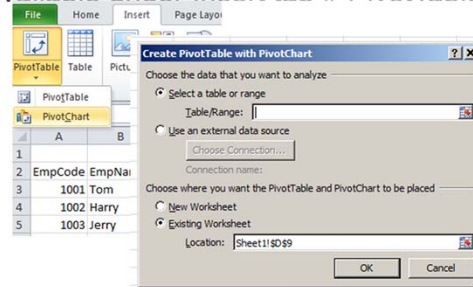
Simple Charts

- To create charts for the data by below steps.
 - Select the data for which you want to create chart.
 - Choose Insert Tab » Select the chart or click on the Chart group to see various chart types.
 - Select the chart of your choice and click OK to generate the chart.



Pivot Chart

- A pivot chart is a graphical representation of a data summary displayed in a pivot table.
- A pivot chart is always based on a pivot table. Although Excel lets you create a pivot table and a pivot chart at the same time, you can't create a pivot chart without a pivot table. All Excel charting features are available in a pivot chart
- Pivot charts are available under Insert tab » PivotTable dropdown » PivotChart



Demo

- Refer Chapter6_Charts.xlsx to understand working with various Charts.



Lab

- Refer Lab 4 from lab book.



Summary

- Pivot table
- Simple Charts
- Pivot Charts

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Summary



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Review Question

- Question 1 : How to change vertical and horizontal axis for Chart ?

- Insert Tab ☐ Switch Row/Column
- Data Tab ☐ Switch Row/Column
- Home Tab ☐ Switch Row/Column
- Design Tab ☐ Switch Row/Column



- Question 2 : What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data has changed

- Format Report
- Pivot Table
- Refresh Data
- Show Detail