Data Manipulation Qs4

Line Graph of Year versus Number of Publications

Steps taken in creating the Pivot table report:

1. Insert a new Pivot Table
2. Add the Field **Year** in **Axis (Categories)**
3. In the **Legend (Series)** section add the field **Pub/Not**
4. Filter out the Zeroes
5. Add the field **Title** in the **Values** section
6. Add the field Title beneath Name
7. Select the required data and insert a line graph
8. Enter the Title, Legends and Axis labels for clarity.