Data Manipulation Qs5

Bar Chart with number of Publications each year by FT-PT faculty

Steps taken in creating the Pivot table report:

1. Insert a new Pivot Table
2. Add the Field FT-PT in **Rows**
3. In the **Columns** section add Year
4. Exclude everything except the Year values using the filter.
5. Add FT-PT under **Values**
6. Add the field Title beneath Name
7. Exclude the **P-T-P** category using the filter
8. Add the field FT -PT under **Values.**
9. Select the required data and insert a bar chart
10. Enter the Title, legends and axis labels for clarity.