

# Excel - Pivot Tables & Charts



## Contents

Pg. 4 Introduction: Common PivotTable Tasks  
Pg. 20 Common PivotTable Tasks (cont.)

Pg. 30 Common PivotTable Tasks (cont.)  
Pg. 40 Common PivotTable Tasks (cont.)

Pg. 50 Using PivotTables with External Data Sources: Sharing PivotTables with Others  
Pg. 60 Sharing PivotTables with Others (cont.): PivotCharts

## Introduction

PivotTables and the graphical representation of PivotTable data, known as PivotCharts, are both extremely powerful tools to analyze data in nearly infinite ways. For example, given a table of sales data, you could report on the following:

- Top salespeople by sales total
- Top salespeople by dollar total
- Top salespeople by region
- Sales of specific products by region
- Sales of specific products by salesperson
- Items sold where they will
- And more

All of this can be done easily and in near real-time using PivotTables and PivotCharts. Data can even be stored in other locations, such as in an Access or SQL Server database. Once gathered and analyzed, this data can be shared with others in multiple ways throughout an organization.

This guide is an introduction of the PivotTable and PivotChart information in the *Charts* Excel - Advanced QuickStudy guide. As such, material will not be duplicated from that guide but rather will build on the material presented there. This guide will also only discuss Excel 2010, though much of the content and steps listed here apply to other versions as well.

**NOTE:** All the steps listed in this guide assume that your cursor is in the PivotTable where you start.

## Common PivotTable Tasks

PivotTables provide a mechanism for taking sets of detailed data and summarizing it in two or three dimensions: rows, columns, and optionally, sheets. This feature is among the most powerful tools in Excel and makes data analysis fairly simple. It is important to note that the source data for all the examples and screen shots in this guide is listed here:

### Layouts to Which to Use Them

There are three layouts in Excel: Compact, Outline, and Tabular. Each of these layouts displays the data a little differently but offers views of the exact same information. Many of the features of each view are the same, but the presentation is different. The following three sections have different options based on their respective versions and show the three layouts.

#### Compact

Compact was introduced in Excel 2007 and has been the default view since. In this view, if there are multiple levels of data, Excel will collapse them into a single column or row in the source data here.

1. **Summarize all Values:** This will describe the function (total) and the field (summed Sales) used to calculate all the numbers displayed.
2. **+ and - (Total):** The + sign is expand a category (total) may have subcategories that are also expanded) and the - sign to collapse it.
3. **Summarized Data:** Data is grouped by descriptions, then by year, then by the quarter the data was made. All three of these levels are represented in a single column in this example, column A.
4. **Grand Totals:** The total of all data was filtered is displayed in the last row and last column.
5. **Manual Filters:** The Manual Filter button  allows you to display or hide some of the columns (in this example, show or hide subcategories). By default, every category subcategory is filter is a separate column. The arrow beside the column Row Labels is also a manual filter for the rows and works in a similar fashion.
6. **Subtotals:** Data is subtotaled by descriptions, then by year, then by the quarter the data was made. Subtotals are displayed on the top of the data (ROW) on the description or year line, but on the bottom of the data.

7. **PivotTable Field List:** Displays the fields in the table and allows fields to be added or removed by dragging and dropping them into the bottom of the pane or between the boxes at the bottom. The order of fields can also be modified within each box (ROW, COLUMNS) or view different data relationships.

#### Outline

Outline layout places each field in a separate row or column. Data can be expanded or collapsed or will hide to any layout, but shows if all the data in the column is collapsed, the column will still be there (not blank). Notice also that this layout shows a manual filter drop-down arrow beside each field that can be filtered. Subtotals are at the top of the data, as they are in Compact layout. In this screen shot, repeated data was displayed (then Compact - Display in Outline to cells A2:A12). Instead of three cells being blank as they were in the Compact layout.

# Excel Pivot Tables Charts Quick Study Computer

**Paul Whitehead**



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## **Table of Contents Excel Pivot Tables Charts Quick Study Computer**

1. Understanding the eBook Excel Pivot Tables Charts Quick Study Computer
  - The Rise of Digital Reading Excel Pivot Tables Charts Quick Study Computer
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel Pivot Tables Charts Quick Study Computer
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Excel Pivot Tables Charts Quick Study Computer
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel Pivot Tables Charts Quick Study Computer
  - Personalized Recommendations
  - Excel Pivot Tables Charts Quick Study Computer User Reviews and Ratings
  - Excel Pivot Tables Charts Quick Study Computer and Bestseller Lists

5. Accessing Excel Pivot Tables Charts Quick Study Computer Free and Paid eBooks
  - Excel Pivot Tables Charts Quick Study Computer Public Domain eBooks
  - Excel Pivot Tables Charts Quick Study Computer eBook Subscription Services
  - Excel Pivot Tables Charts Quick Study Computer Budget-Friendly Options
6. Navigating Excel Pivot Tables Charts Quick Study Computer eBook Formats
  - ePub, PDF, MOBI, and More
  - Excel Pivot Tables Charts Quick Study Computer Compatibility with Devices
  - Excel Pivot Tables Charts Quick Study Computer Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel Pivot Tables Charts Quick Study Computer
  - Highlighting and Note-Taking Excel Pivot Tables Charts Quick Study Computer
  - Interactive Elements Excel Pivot Tables Charts Quick Study Computer
8. Staying Engaged with Excel Pivot Tables Charts Quick Study Computer
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel Pivot Tables Charts Quick Study Computer
9. Balancing eBooks and Physical Books Excel Pivot Tables Charts Quick Study Computer
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel Pivot Tables Charts Quick Study Computer
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Excel Pivot Tables Charts Quick Study Computer
  - Setting Reading Goals Excel Pivot Tables Charts Quick Study Computer
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Excel Pivot Tables Charts Quick Study Computer
  - Fact-Checking eBook Content of Excel Pivot Tables Charts Quick Study Computer
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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