Working with Pivot Tables in Excel 2010

Prepared for the

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Outline

- Creating a Pivot Table
- Manipulating a Pivot Table
- Formatting a Pivot Table
- Modifying a Pivot Table Summary Function
- Updating data source
- Example
What is a Pivot Table

- A special type of summary table
- Unique to Excel
- Don’t need to create formulas to perform the calculations
- Easy to manipulate and modify: simply drag-and-drop (pivot) fields names, and results are shown immediately
- Independent of original data layout
Creating a Pivot Table - 1

* Before creating a pivot table, make sure there is no blank column.

1. Open the worksheet and click on one cell in any part of data.
2. Click the PivotTable button on the Insert tab.
3. Set up data source.
4. Select the location for the pivot table.
5. Click OK – Excel adds a blank pivot table and displays a PivotTable Field List task pane.
Creating a Pivot Table - 2

6. Assign the fields in the Pivot Table Field List task pane to the various parts of the table.
Manipulating a Pivot Table

- Remove a field from the table
- Add a field to the table
- Move an existing field to a new place in the table - pivoting the table’s fields
Formatting a Pivot Table

- PivotTable Tools - Context sensitive ribbon

- Refining the pivot table style

- Formatting the values in the pivot table
Modifying a Pivot Table Summary Function

- **Summary Function:**
  - Sum,
  - Count,
  - Average,
  - Min/Max,
  - StdDev/StdDevp,
  - Var/ Varp ...

- By default, Excel uses the Sum function for the numeric field and Count function for the text field
Updating Data Source

- Change Data Source
- Refresh
Example

- Prepare a summary table showing average and max NOx emissions in Sacramento county organized by fuel type and vehicle category.