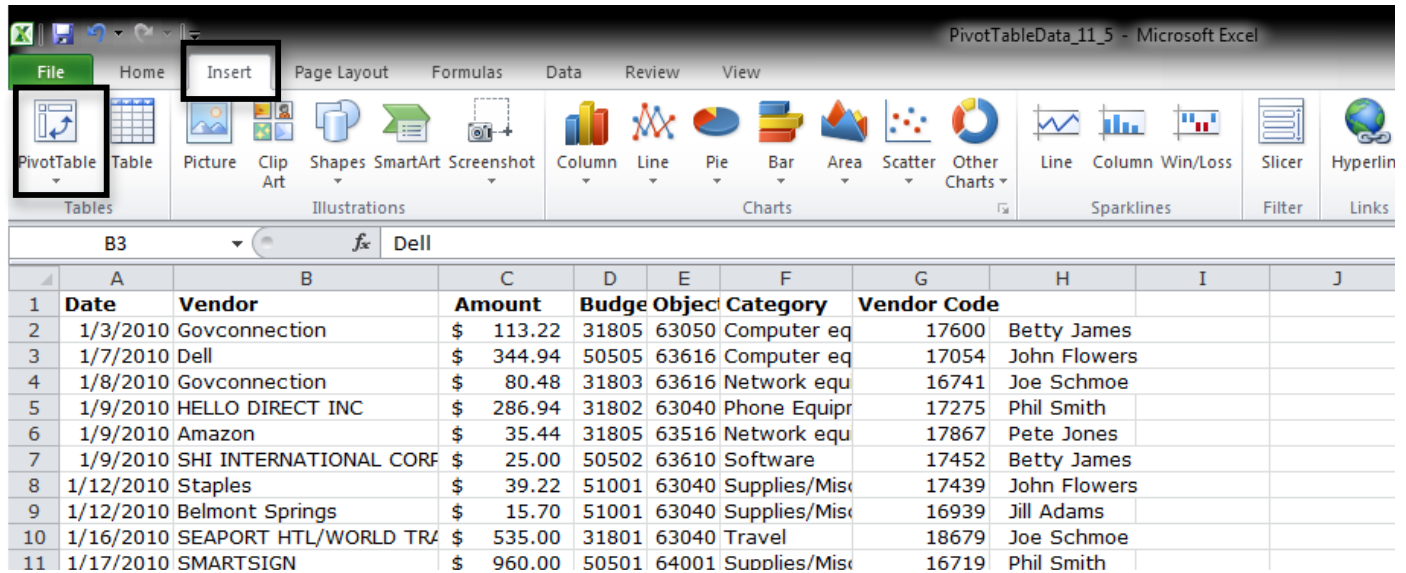# Excel 2010 Pivot Tables
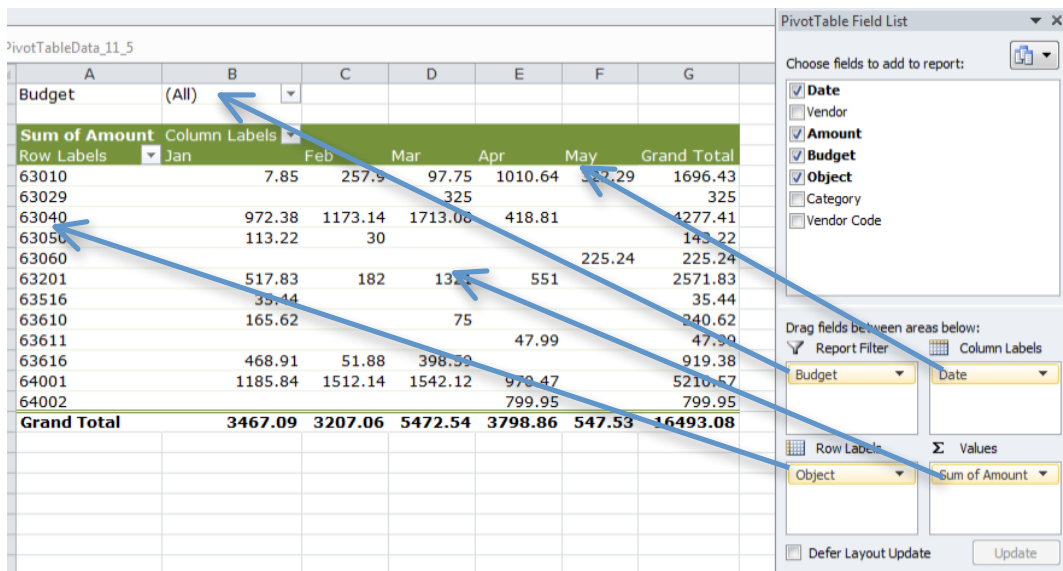
Create a Pivot Table

- Select a cell in your data range.
- On the Insert tab, select "PivotTable."
- Default options are usually ok.
- Remember: No empty rows or columns.
- Every column must have a header: these become your field names.

Building your Pivot Table

The PivotTable Field list lets you drag fields into four areas.

Report Filter creates a filter menu at the top of your page.

Column Labels drops the field into the column label section.

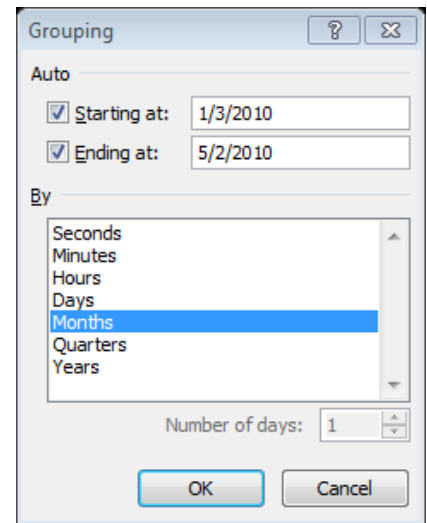**Row Labels** drops the field into the row label section.

Values is the data of the table—you have many choices for what data gets computed: sums, counts, percentages, etc.

Every area can have multiple fields. If you "lose" your Field List window, click the Field List icon on the "Pivot Table" ribbon tab.

Grouping Data

You can group dates into months, quarters, and years.

1. Right-click (or Control-click) on a date in your table.
2. Select Group and Outline→Group…
3. Select how you want things grouped. If you have multiple years, make sure that you select years as well as months—otherwise months from different years get grouped together. To select discontiguous items from the list use the Control key when you click.

## Displaying Data as Percentages & Counts

To display a count instead of a sum (or an average, product, etc.):

1. Click on the triangle next to your data field in the PivotTable Field List.
2. To change the operation (to Count, for instance), with the "Summarize Values By" tab active, select it from the list on the left.
3. To Select Percent, click on the "Show Values As" tab and then select "% of Grand Total" from the drop-down list.
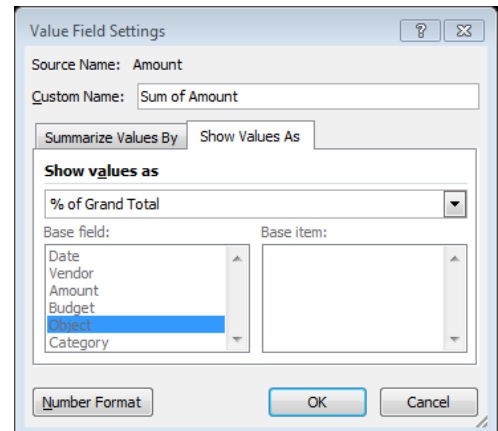
Using Slicers

Slicers are an option for filtering your data.
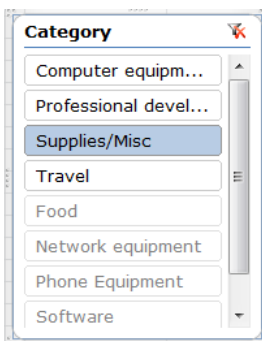
1. From the PivotTable/Options tab select "Insert Slicer."
2. Check each field you want to create a slicer for.
3. Once you have a slicer you can select which data you want to show for that field type. For instance, you may only want to look at spending on Supplies/Misc.
4. To select more than one type of data to display you can use shift-click to select a contiguous range, or control-click to select a discontiguous range.