



University Information
Technology Services

Microsoft Office Excel 2013

PivotTables and PivotCharts

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

Copyright © 2014 KSU Department of University Information Technology Services

This document may be downloaded, printed, or copied for educational use without further permission of the University Information Technology Services Department (UITs), provided the content is not modified and this statement is not removed. Any use not stated above requires the written consent of the UITs Department. The distribution of a copy of this document via the Internet or other electronic medium without the written permission of the KSU - UITs Department is expressly prohibited.

Published by Kennesaw State University – UITs 2014

The publisher makes no warranties as to the accuracy of the material contained in this document and therefore is not responsible for any damages or liabilities incurred from UITs use.

University Information Technology Services

Microsoft Office Excel 2013 PivotTables & Pivot Charts

Table of Contents

Introduction	4
Learning Objectives.....	4
PivotTables.....	5
Creating PivotTables	5
Analyzing Data with PivotTables.....	8
Filtering the PivotTable.....	9
PivotCharts.....	11
Creating PivotCharts	11
Filtering the PivotChart.....	14
Using Slicers to Filter Data	16
Inserting Slicers into your PivotTable or PivotChart.....	16
Additional Slicer Options	18
Additional Help	19

Introduction

This booklet is the companion document to the Excel 2013: PivotTables and Pivot Charts workshop. The booklet will explain PivotTables and Pivot Charts, how to create them, and how to use them to quickly analyze large quantities of data.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Understand what PivotTables and Pivot Charts are
- Insert PivotTables
- Insert Pivot Charts
- Filter information in your PivotTable and Pivot Chart
- Understand what Slicers are
- Insert Slicers

PivotTables

PivotTables are a powerful tool in Excel that will allow you to quickly summarize, sort, filter, and analyze data. They can handle large amounts of data in lists and tables by organizing data, on the fly, by different rows and columns. This is faster, and more flexible for analyzing your data, as you don't need to rely on formulas.

For example, you could have a spreadsheet that contains information on salespeople, products sold, regions, items sold, etc. Using a PivotTable, you can quickly organize the data so different relationships are visible (e.g. Who is the top salesperson? What product has sold the most?) (See Figure 1).

Salesperson	Product	Region	Customer	Date	Item Cost	No.Items	Total Cost
Vaughn, Harlon	Captain Recliner	NE	B&B Spaces	01/03/11	\$ 340.95	9	\$ 3,068.55
Norman, Rita	Media Armoire	SE	Home USA	01/03/11	\$ 340.95	2	\$ 681.90
Christensen, Jill	Bamboo End Table	NW	Ellington Designs	01/04/11	\$ 79.99	7	\$ 559.93
Norman, Rita	Bamboo Coffee Table	SE	Ellington Designs	01/05/11	\$ 168.95	3	\$ 506.85
Byrd, Asa	Bamboo End Table	SE	B&B Spaces	01/05/11	\$ 79.99	12	\$ 959.88
Owen, Robert	Chameleon Couch	SW	Ellington Designs	01/07/11	\$ 799.95	13	\$ 10,399.35
Maynard, Susan	Bamboo End Table	NE	Home USA	01/08/11	\$ 79.99	10	\$ 799.90
Norman, Rita	Chameleon Couch	SE	Home USA	01/08/11	\$ 799.95	2	\$ 1,599.90
Norman, Rita	Media Armoire	SE	Home USA	01/08/11	\$ 340.95	6	\$ 2,045.70
Norman, Rita	Media Armoire	SE	B&B Spaces	01/11/11	\$ 340.95	13	\$ 4,432.35

Figure 1 - Sample Sales Spreadsheet

Note: When working with PivotTables, the data should contain your titles in a single row, and the table should not contain any empty cells.

Creating PivotTables

The following will show you how to create a PivotTable using the sample sales spreadsheet as an example:

1. In the Ribbon, click on the **Insert** tab (See Figure 2).

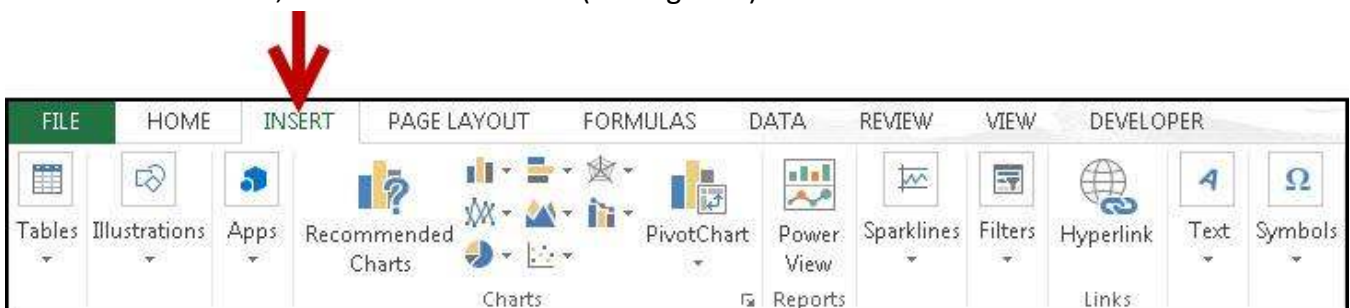


Figure 2 - Insert Tab

[Click here to download full PDF material](#)