Pivot Tables

Pivot tables are a powerful way of summarizing data held in an Excel spreadsheet. They can automatically sort, count or average data and display the results in a summary table.

Source data

The best source data to use with pivot tables is a simple table with one row per item. This keeps the source data simple and allows the pivot tables to work well.

![Example table](image)

Ideally, data will not have any gaps and will have unique column headings on the top row. Best practice is to format your data as a table so extra data will be automatically included.

Create a pivot table

Click within your data and click on the **Insert** menu and **PivotTable**. Confirm the range and where you want the PivotTable to be placed.

The PivotTable will start blank. To make the simplest table, drag a field to the **Σ Values** box.

You should see a **count** of all of the items in that column which should be the same as the number of rows in the original data. If it is a numeric field you will see **sum of**.

If the controls are not showing click in the PivotTable area or on the symbol.
Adding conditional formatting

Add conditional formatting to one cell in a PivotTable. The option to extend it to other data will be available next to that cell.

Adding different representations of the data

The same field can be added more than one to the Σ Values box. Click on one of the fields and Value Field Settings and choose a calculation.

Summarize

Dragging a field into the Rows box will summarize the data.

It does not have to be the same field as the Count

It is possible to have more than one field in the rows box although it may be better to use columns

Using columns

Add a field into the Columns box to provide sub totals.
Refreshing the PivotTable

The values on a PivotTable will not update automatically. **Right-click** anywhere on the data and select **Refresh**.

Showing different value representations

**Right-click** on a piece of data to show as a different value such as % of Grand Total.

See the data behind the totals

Double-clicking on one of the summary cells will create an extra sheet showing the detail that makes that total.

Change the view

The standard view refers to row and column labels. Click on PivotTable Tools, Design and then on report Layout and Show in Outline Form.