

Excel: Pivot Tables

Preparation

- Format data for pivot table (No empty rows)
- Format as Table

Creating a Pivot Table

- Insert > Pivot Table
- Select Table/Range
- Click on Pivot Table to view options
- Choose fields (order matters)
- Use Filters?

Design

- Subtotals and Grand Totals
- Pivot Table Style Options
- Pivot Table Styles

Options

- Use Sort?
- Use Slicers?
- Refresh
- Change Pivot Table name?
- Fields, Items, & Sets > Calculated Field

Questions?

Ask at Tech Help desk

Lynda.com (video tutorials)

- Excel 2010: Pivot Tables in Depth (3h 42m)
- Excel 2010: Advanced Formulas and Functions (5h 5m)

Gale Courses (six week courses with 24 hours of class time)

- Advanced Microsoft Excel 2010