PivotTables

PivotTables can be a powerful way to analyze data in Excel. As with all data functions in Excel, it is key that you have your data set up properly. Don't skip rows (just to make it look nice) and try not to skip columns. The first row (and only the first row) should have your column headings in it.

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Before you get started, simply click on any cell inside the data range that you want to use. Then, on the Insert tab of the ribbon, click the top of the PivotTable button to start the process inserting a PivotTable (if you want a PivotChart, the bottom half of that button in choosing from the short menu that appears). The window to the right should appear with the range predetermined based on Excel's artificial intelligence in the cell that you clicked on in the data range. At the bottom you can choose to insert the PivotTable into a new worksheet or into the existing one and you have the data on.

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Turning on the Drag-And-Drop Version of the PivotTable Tool

If the PivotTable tool does not look like the illustration on the right, below, then you must set it for PivotTable table input from the PivotTable options. To access the PivotTable options, point to the toolbox on the left, below, and right-click. Then choose PivotTable options for the menu. On the window that appears, click on the display tab and check off the box pointed to below.



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Let us discuss the data that we will be using in this document. Is a list of branches for a major banking corporation. The data spans multiple cities in multiple states and shows occupied square footage as well as rental cost.

We will start with a simple example. Let's summarize the occupied square footage by State and break it down by "Flr Use."



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Formatting the Numbers in the PivotTable To format the numbers on the page for commas at the thousand separators, it is best to click on any number inside the data and right -click, then choose number format from the menu. Using this method will format all of the numbers in the data section. If you used the buttons on the ribbon, it would only format the one cell that you had selected.

"Drilling Down" on the Data

Another interesting feature on this right-click menu is that if you click on a number (for example the total of 61,782 for DC) and choose show details, a new sheet will be added showing the data that makes up that number.

1	A	В	С	D	E	F	G	Н	1	
1	Bldg Code	Branch Name	Branch Number	Bldg Name	Address 1 No	Address 1	Address 2	City	State	Col
2	4256	PALISADES	905		5250	MACARTHUR BLVD NW		WASHINGTON	DC	US/
3	4256	PALISADES	905		5250	MACARTHUR BLVD NW		WASHINGTON	DC	US/
4	4249	EAST RIVER PARK	922		3917	MINNESOTA AVENUE, N.E.	SUITE 200	WASHINGTON	DC	USA
5	4249	EAST RIVER PARK	922		3917	MINNESOTA AVENUE, N.E.	SUITE 200	WASHINGTON	DC	USA
6	4248	ADAMS MORGAN	924	COLUMBIA ROAD SHOPPING CENTER	1751-1753	COLUMBIA ROAD, N.W.		WASHINGTON	DC	USA
7	531	DUPONT CIRCLE	919	1225 CONNECTICUT AVENUE	1225	CONNECTICUT AVENUE, N.W.		WASHINGTON	DC	USA
8	530	MCPHERSON SQUARE	912		1000	VERMONT AVENUE, N.W.		WASHINGTON	DC	USA
9	525	CHEVY CHASE	903		5700	& 5704 CONNECTICUT AVENU		WASHINGTON	DC	USA
10	518	BROOKLAND	909		3800	12TH STREET NE		WASHINGTON	DC	US/
11	516	FRIENDSHIP HEIGHTS	908		5001	WISCONSIN AVENUE		WASHINGTON	DC	US/
12	516	FRIENDSHIP HEIGHTS	908		5001	WISCONSIN AVENUE		WASHINGTON	DC	US/
13	515	FARRAGUT NORTH	904		1000	CONNECTICUT AVENUE		WASHINGTON	DC	US/
14	514	FEDERAL TRIANGLE	907		1001	PENNSYLVANIA AVENUE, N.W		WASHINGTON	DC	US/
15	513	METROPOLITAN SQUARE	911		1400	G STREET, N.W.		WASHINGTON	DC	USA
16	510	GEORGETOWN NORTH	923		1901	WISCONSIN AVENUE, NW		WASHINGTON	DC	USA
17	510	GEORGETOWN NORTH	923		1901	WISCONSIN AVENUE, NW		WASHINGTON	DC	USA
18	503	HECHINGER MALL	921	HECHINGER MALL	1544	BENNING ROAD, N.E.		WASHINGTON	DC	USA
19	4256	PALISADES	905		5250	MACARTHUR BLVD NW		WASHINGTON	DC	USA
20	4256	PALISADES	905		5250	MACARTHUR BLVD NW		WASHINGTON	DC	USA
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Multi-Level Analysis

We can show more than one data value. Let's drag the "Branch Number" field down to the values (below the one it's their already: "Occupied Area"). You will see that Excel automatically assumes that you want to do a count of these branches - which is what we want. But the heading of the column, "Count of Branch Number" is a bit large for our liking. So, let's click the pulldown in this newly added field and choose "Value Field Settings" again. In the field labeled, "Custom Name," change the text to simply read, "# Loc." This

will make the column widths narrower.

Now let's further breakdown each state to show all the cities within the State. Simply drag the City field down to the "Row Labels" box, below the State field, which is already there. Instantly the added level of breakdown is displayed. Changing the Formula

Maybe we don't want the total (Sum) of the square footage shown in the PivotTable. There are four boxes at the bottom of the PivotTable field list. This allows us to customize what information is shown. To change the number calculation, click on the "Sum of Occ Area" in the Values box. In the pulldown menu that appears, click on "Value Field Settings" and choose "Average" in the lower half of that window. Note that you can also click the "Number Format" button and format the numbers from this window.

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A	В	С	D	E	F	G	H	PivotTable Field List
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66 DC Total		54,258	17					Choose fields to add to report:
67 BFL	BOCA RATON	15,576	3			2		
68	COCONUT CREEK	4,030	1					Branch Number
69	CORAL GABLES	25,962	3				_	Bldg Name
70	CORAL SPRINGS	8,480	2					Address 1 No
71	DANIA	17,689	1					Address 1
72	DEERFIELD BEACH	2,500	1					Address 2
73	DELRAY BEACH	3,180	1					City
74	FORT LAUDERDALE	15,869	2			2,000		State
75	HOLLYWOOD	9,125	2					Country
76	KEY BISCAYNE	5,636	2					ZIP
77	KEY LARGO	800	1					Bldg Primary Use
78	MARGATE	3,134	1					Bldg Area
79	MIAMI	43,247	10			2,000		Elear T
80	MIAMI BEACH	27,953	5					
81	NORTH MIAMI BEACH,	10,692	2					Drag fields between areas below:
82	PALM BEACH GARDENS	5,137	1					Report Filter Column Labels
83	PLANTATION	5,346	1				_	
84	POMPANO BEACH	4,400	2					Fir Use 👻
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FILTERING THE PIVOTTABLE

There are two ways we can filter a PivotTable.

<u>First</u>- you may have noticed the report filter box on the bottom of the field list. Let's drag the State field from the row labels to the report filter. This results in the State field now being shown on the left above the actual PivotTable. You can click the pulldown arrow on the second column and choose which State you want to show the data for.

<u>Second</u>– in the City heading, you could click the pulldown in the column on the left and check off exactly which cities you want to show in your table.

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1	State	(All)								
2									Choose fields to add to report:	
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5	City	Sum of Occ Area	# Loc.	Sum of Occ Area	# Loc.	Sum of Occ Area	# Loc.	Sum of Oc	Bldg Name	111
6	ALAMEDA	6,932	1						Address 1 No	-
7	ALBANY	3,857	1						Address 1	-
8	ALBERTSON	4,000	1						Address 2	1.0
9	ALGONQUIN	1,526	1						City	
10	ANTIOCH	4,200	1						V State	
11	ARLETA	4,450	1						Country	
12	ARLINGTON HEIGHTS	46,090	6						ZIP	
13	ARMONK	4,520	1						Bldo Primary Lise	
14	ASTORIA	6,160	2						E Pida Araa	
15	BALTIMORE	13,992	6						E big A ea	-
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19	BEDFORD VILLAGE	4,200	1							Dels
20	BERKELEY	8,000	1						State Fir Use	_
21	BLOOMINGDALE	5,416	1						∑ Values	-
22	BOCA RATON	15,576	3							K
23	BRONX	81,489	26						Kow Labels 2. Values	
24	BRONXVILLE	8,352	2						City Sum of Occ A.	🔻
25	BROOKFIELD	17,280	4						# Loc.	-
26	BROOKLYN	104,188	35					-		_
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5	City	Sum of Occ /	Area	# Loc.	Sum of Occ Area	ı #	Loc.	Sum of Occ Area	# Loc.		Bldg Name	
6	BOCA RATON	15	,576		3						Address 1 No	-
7	COCONUT CREEK	4	,030		1						Address 1	
8	CORAL GABLES	25	,962		3						Address 2	
9	CORAL SPRINGS	8	,480		2						V City	
10	DANIA	17	,689		1						V State	Y
11	DEERFIELD BEACH	2	2,500		1						Country	1.00
12	DELRAY BEACH	3	,180		1						TIP	
13	FORT LAUDERDALE	15	,869		2 2,00)	1				Bldg Primary Use	
14	HOLLYWOOD	9	,125		2						Bldg Area	
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Changing the Type of Values Displayed Suppose we want to change the values of the "Sum of Occ Area" to be percentages of the total? Right-click on the column heading, "Sum of Occ Area," and click the tab labeled "Show values as." Then click the pulldown under "Show values as" and select choose "% of column." All the sums are now shown as percentages.

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Flr Use

BRANCH

Sum of Occ Area

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		0.00%		7.73%	1						
		0.00%		1.09%	1						
		0.00%		1.39%	1						
1		0.00%		7.81%	3						
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Special Value Calculations

State

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9 CORAL 10 DANIA

City BOCA RATON

COCONUT CREEK

CORAL GABLES

CORAL SPRINGS

11 DEERFIELD BEACH

13 FORT LAUDERDALE

12 DELRAY BEACH

14 HOLLYWOOD

16 KEY LARGO

19 MIAMI BEACH

22 PLANTATION

24 SURFSIDE

25 TAMARAC

26 Grand Total 27

20 NORTH MIAMI BEACH,

23 POMPANO BEACH

21 PALM BEACH GARDENS

17 MARGATE

18 MIAMI

15 KEY BISCAYNE

Before you setup the next PivotTable, you must add a column to the data sheet to pull out the Year of the "Current Term End." Be sure to refresh the PivotTable. Once you setup the PivotTable below, click the pulldown on the "Sum of Bldg

DRIVE-UP

10

43

Sum of Occ Area

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Area" and choose "Value Field Settings." Set the parameters as shown (on the left) on the "Show values as" tab. This shows the difference in the building area from the previous year—in essence how much the area has changed as each year passes.



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6	1997	455516	446422	0	0	0	901938	Bldg Area	
7	1998	633162	-210923	0	0	1500	423739	Floor	
8	1999	-706139	-131472	0	0	-1500	-839111	Stack	
9	2000	-181011	635480	0	0	0	454469	Fir Use	-
10	2001	2819476	-767547	0	0	610842	2662771	Flr Area	-
11	2002	-3040215	1345116	0	0	-605842	-2300941	Occ Cost Center	
12	2003	698800	-1280031	0	0	25540	-555691	Department	
13	2004	-760676	31885	0	0	-30540	-759331	Bank Group	
14	2005	520265	6720	0	0	0	526985	G/S	
15	2006	-511313	10864	0	0	0	-500449	Legal Vehicle	
16	2007	68311	-71235	0	0	0	-2924	Occ Area	-
17	2008	286990	-55479	0	0	0	231511		
18	2009	-363285	0	0	0	0	-363285	Drag fields between areas below:	
19	2010	-13400	0	0	0	0	-13400	Report Filter Column	Labels
20	2011	0	0	0	0	0	0		-
21	2012	42500	0	0	0	0	42500	6/5	
22	2013	-42500	135000	0	0	31000	123500		
23	2014	0	-135000	0	0	-31000	-166000	Bowlabele S. Values	
24	2018	0	0	0	0	0	0	Kow Labers 2. Values	
25	2048	5612	0	0	0	0	5612	YEAR VEAR VEAR	g A 🔻
26	Grand Total								
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PivotCharts

Go back to our original data and click the bottom half of the PivotTable button on the Insert tab of the ribbon, but this time let's choose PivotChart. A new sheet will be created with the controls and it to build our chart. If we don't want column chart (the default) we can click "Change Chart Type" on the left of the ribbon. Screen below shows what you should have.



Let's drag the same three fields into the chart area: State, Flr Use and Occ Area. If they don't produce the chart that you have below. drag the fields into the right boxes at the bottom of the field list. The numbers for "Branch" may be too big to allow the other numbers to show well enough on our chart. So let's change the value format of the number to compute the averages. When you're done your chart should look like the one on the right.



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