

Pivot Tables

Create summaries of large swaths of data.

1 Click anywhere in your data.

2 Click on **PivotTable** on the **Insert** tab.

3 Click on **OK**.

Create PivotTable dialog box options:
- Select a table or range: Table/Range: 'Pivot Tables!\$A\$1:\$F\$47'
- Use an external data source: Choose Connection...
- Connection name:
- Choose where you want the PivotTable report to be placed:
- New Worksheet (selected)
- Existing Worksheet: Model

NOTICE:
As long as you have your Pivot Table selected, you have PivotTable tabs added to your ribbon.

4 Select the data you want to include in your PivotTable.

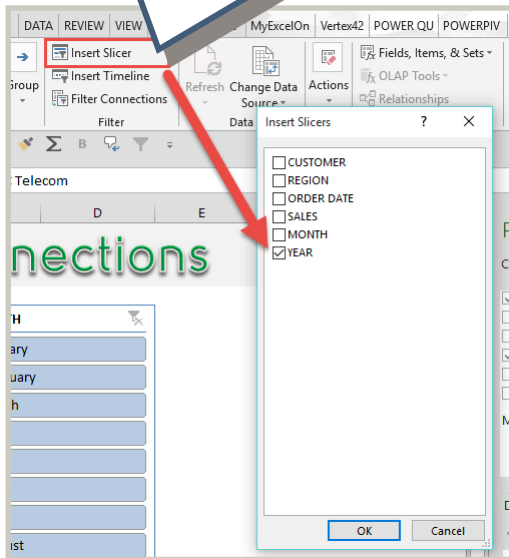
5 Drag and drop the data to the appropriate fields to display.

PivotTable Fields task pane:
- FILTERS: Brand
- COLUMNS: Brand
- ROWS: Year, Type
- VALUES: Sum of Price

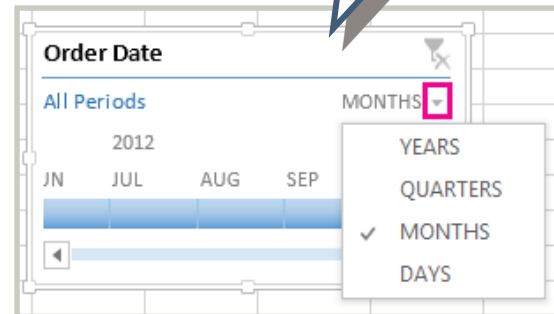
Filtering Your Data

One strength of the pivot table is the ability to easily filter data to see exactly what you want.

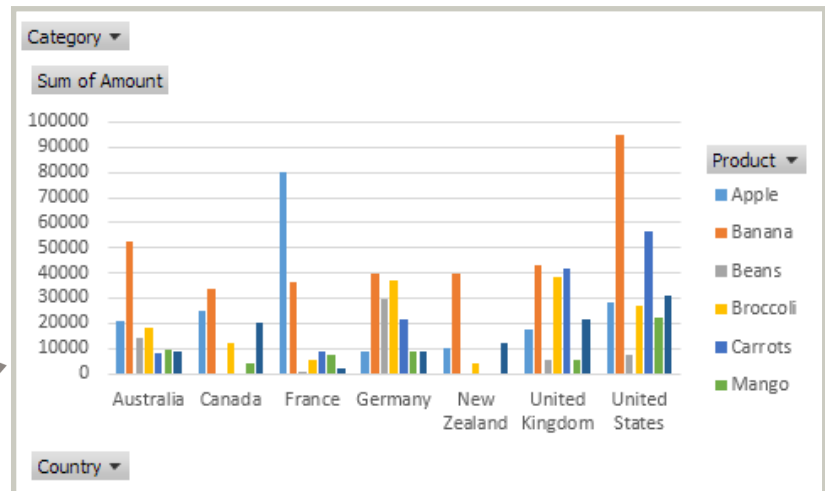
Slicers are tied to fields in your pivot table and let you filter fields for multiple criteria.



Timelines work like slicers but filter date fields.



With one click you can create a **pivot chart** that's linked to your pivot table. Filters can be applied directly from the chart.



Room for Notes: