

Excel Tutorials

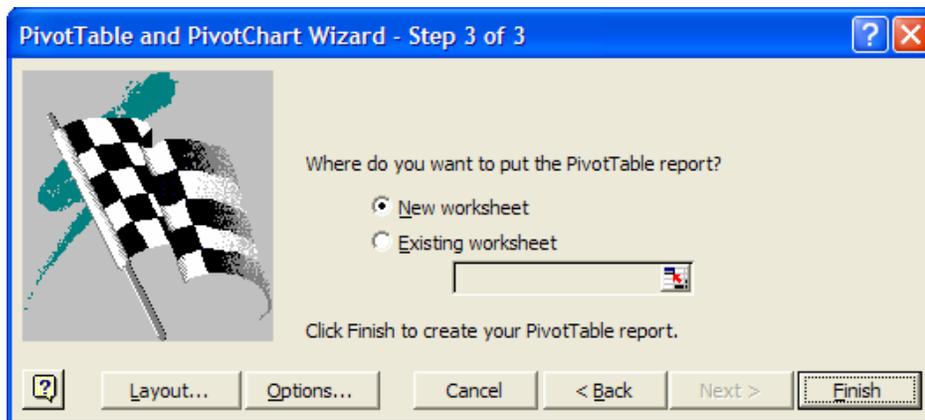
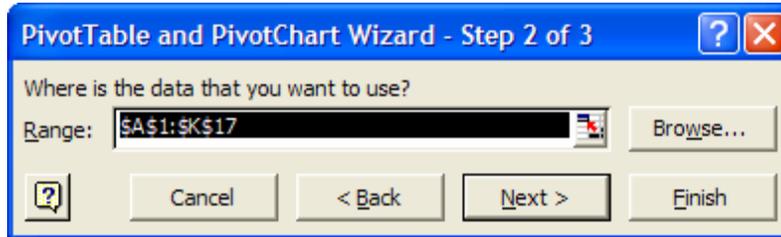
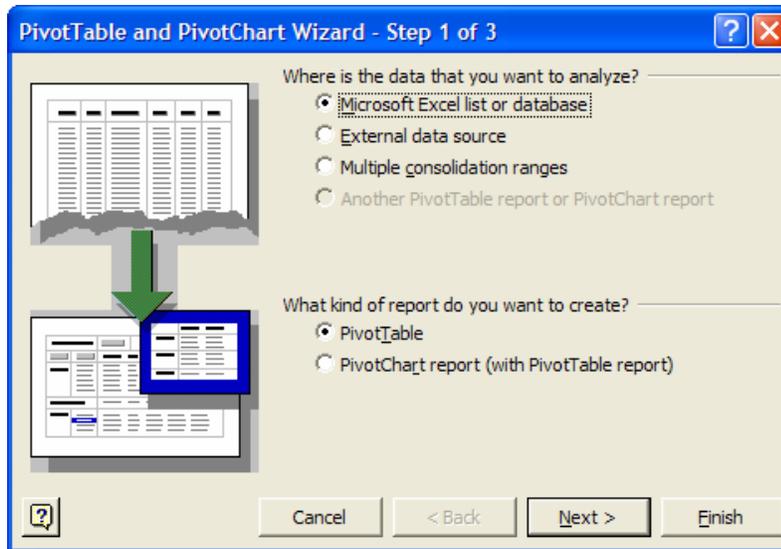
Pivot Table

A Pivot Table is used to summarize data and look for patterns that otherwise are difficult to identify. This tutorial will show you how to get started – the best way to understand how it works is to do it. Returning to a gradebook example – if you have information such as demographics or learning styles, you can examine how different groups are doing. We start with the spreadsheet shown below:

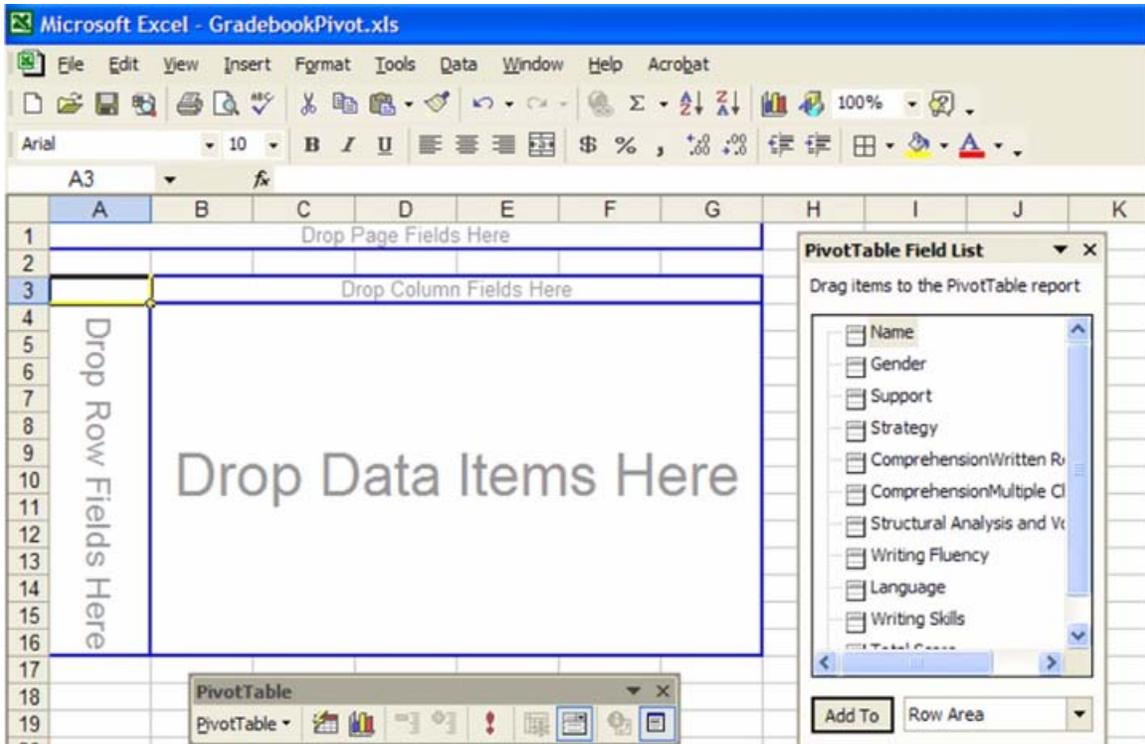
Name	Gender	Support	Strategy	Comprehension Written Responses	Comprehension Multiple Choice	Structural Analysis and Vocabulary	Writing Fluency	Language	Writing Skills	Total Score
Adam	Male	1	88%	83%	83%	83%	75%	82%	100%	85%
Bob	Male	2	50%	67%	100%	56%	42%	55%	50%	60%
Caitlin	Female	1	75%	58%	75%	67%	75%	73%	100%	75%
Davon	Male	1	75%	75%	79%	89%	75%	82%	100%	82%
Eddie	Male	1	100%	92%	92%	94%	100%	100%	100%	97%
Felicia	Female	2	38%	42%	42%	50%	25%	18%	50%	38%
George	Male	3	75%	80%	80%	80%	80%	80%	80%	79%
Heidi	Female	2	93%	93%	91%	72%	72%	88%	78%	84%
Inga	Female	1	88%	100%	96%	87%	87%	77%	92%	90%
John	Male	1	88%	50%	88%	100%	100%	86%	96%	87%
Kevin	Male	2	92%	86%	100%	93%	93%	91%	92%	92%
Lori	Female	2	90%	90%	100%	87%	87%	86%	92%	90%
Melvin	Male	3	88%	97%	100%	93%	93%	100%	88%	94%
Nora	Female	1	87%	100%	100%	100%	100%	95%	100%	97%
Oliver	Male	2	0%	100%	88%	96%	93%	82%	92%	79%
Paulette	Female	3	96%	100%	100%	88%	100%	91%	83%	94%

Support
 1 = Independent
 2 = Partial
 3 = Full
 4 = Alternative Test

Looking at the spreadsheet, it is not obvious how the different genders are doing, or how different learning styles are performing. So we decide to look at a pivot table. Click in the table, and then click on **Data→Pivot Table and Pivot Chart Report**. Click on the popups as shown.



The worksheet on the next page is created.



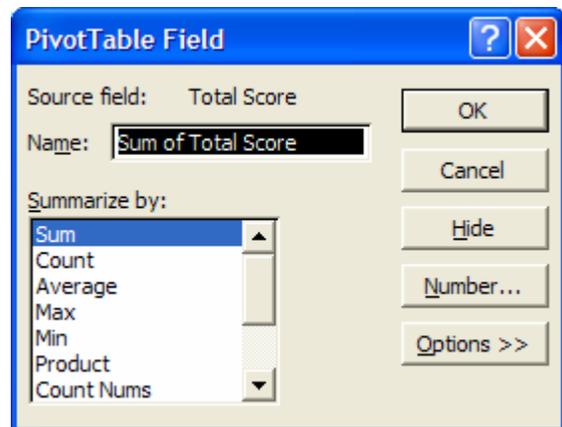
The pivot table contains all the fields from the previous spreadsheet. Click on, drag, and drop *Gender* in the **Row Fields**, drop *Support* in the **Column Field** and drop *Total Score* in the **Data Field**.

But we don't want "Sum of Total Score", we want average. Double click on "Sum of Total Score."

	A	B	C	D	E
1	Drop Page Fields Here				
2					
3	Sum of Total Score	Support			
4	Gender	1	2	3	Grand Total
5	Female	2.616753247	2.118593074	0.94	5.67534632
6	Male	3.507099567	2.309191919	1.734285714	7.550577201
7	Grand Total	6.123852814	4.427784993	2.674285714	13.22592352
8					

Click on **Average** on the field that pops up, and click OK.

Also change the data field to %.



	A	B	C	D	E
1					
2					
3	Average of Total Score	Support ▼			
4	Gender ▼	1	2	3	Grand Total
5	Female	87%	71%	94%	81%
6	Male	88%	77%	87%	84%
7	Grand Total	87%	74%	89%	83%
8					

This is obviously a nice way to summarize your data. Play around with the pivot table as you can move fields in and out. Notice the down arrows next to *Gender* and *Support*. You can filter the data much like the *AutoFilter* function described earlier.

There are numerous tutorials on the internet describing pivot table use. A nice introduction is at <http://it.fuqua.duke.edu/public/2001PivotTableIntroduction.pdf> and some links at <http://www.geocities.com/jonpeltier/Excel/Pivots/pivotlinks.htm>.