

Analyze data in Excel using PivotTables

This example gives the total of Full Time and Part Time employees per organization.

1. Open the Excel spreadsheet containing the data you are working on.
2. Go to the Data menu and select “PivotTable and PivotChart Report...”
→ The PivotTable and PivotChart wizard will start.
3. In Step 1 of the PivotTable and PivotChart wizard, select “Microsoft Excel list or database” and “PivotTable” as shown in Figure 1 below.

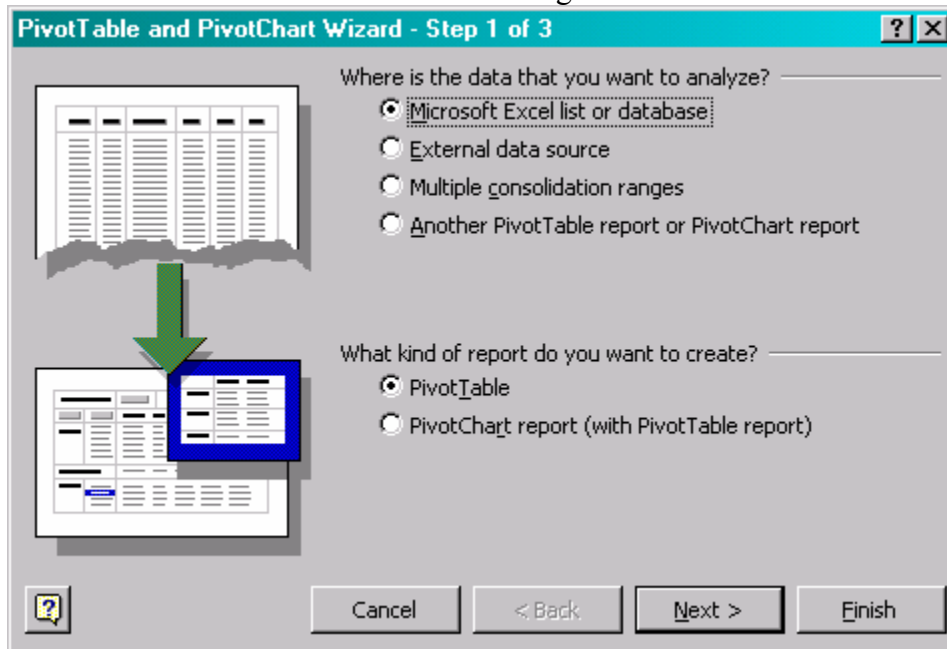


Figure 1

4. Click Next.
5. In Step 2 of the wizard select the entire sheet as the data range, as shown in Figure 2 on next page.
→ *In Figure 2 below, the entire sheet is selected. We know this because in the range specified, the first cell in the sheet is A:1 and the last cell in the sheet is AB:135.*

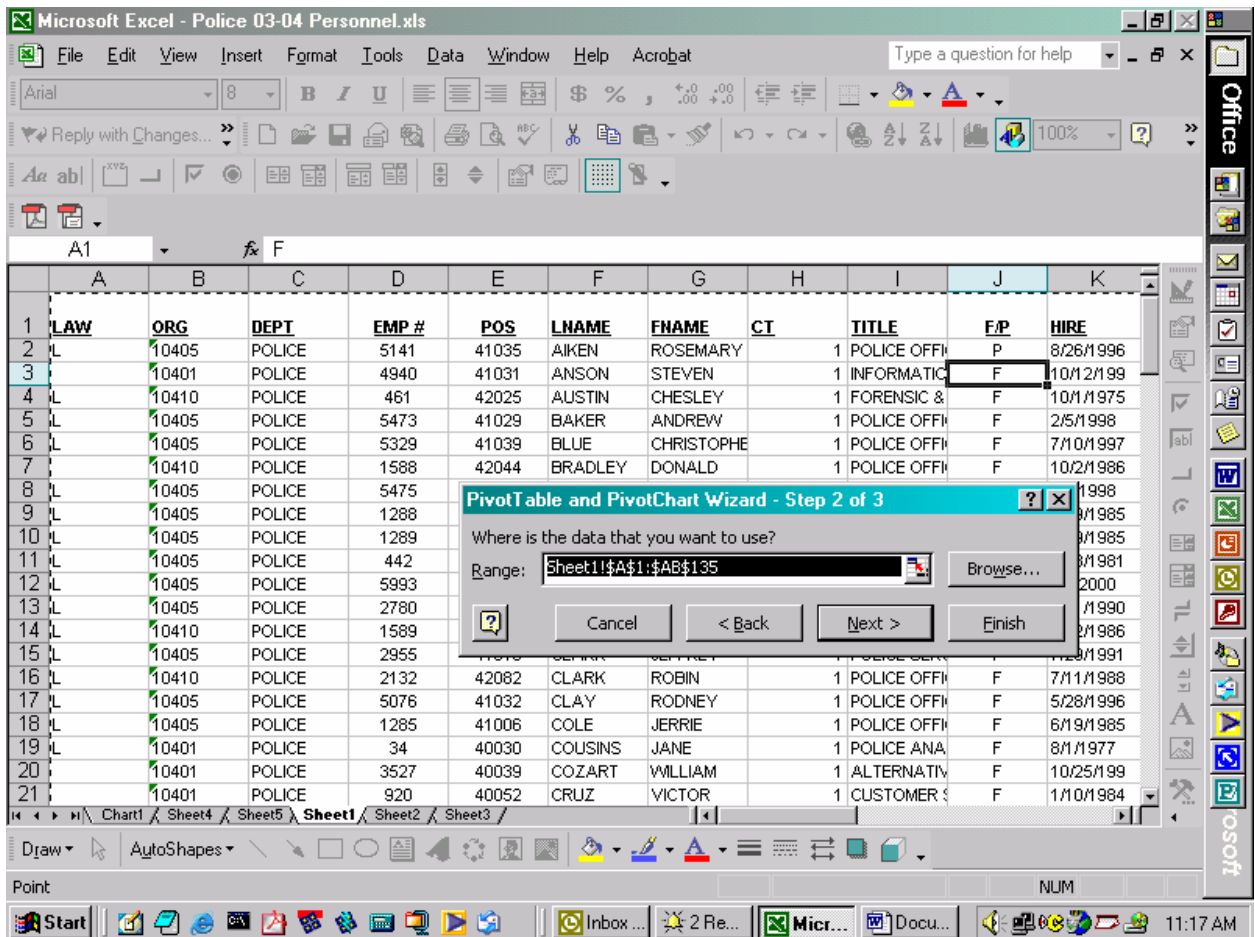


Figure 2

- Click Next.
- In Step 3 of the PivotTable and PivotChart wizard, select "New worksheet." (as shown in Figure 3 below)



Figure 3

8. Click Options. Make sure the following options are selected as shown in Figure 4 below.

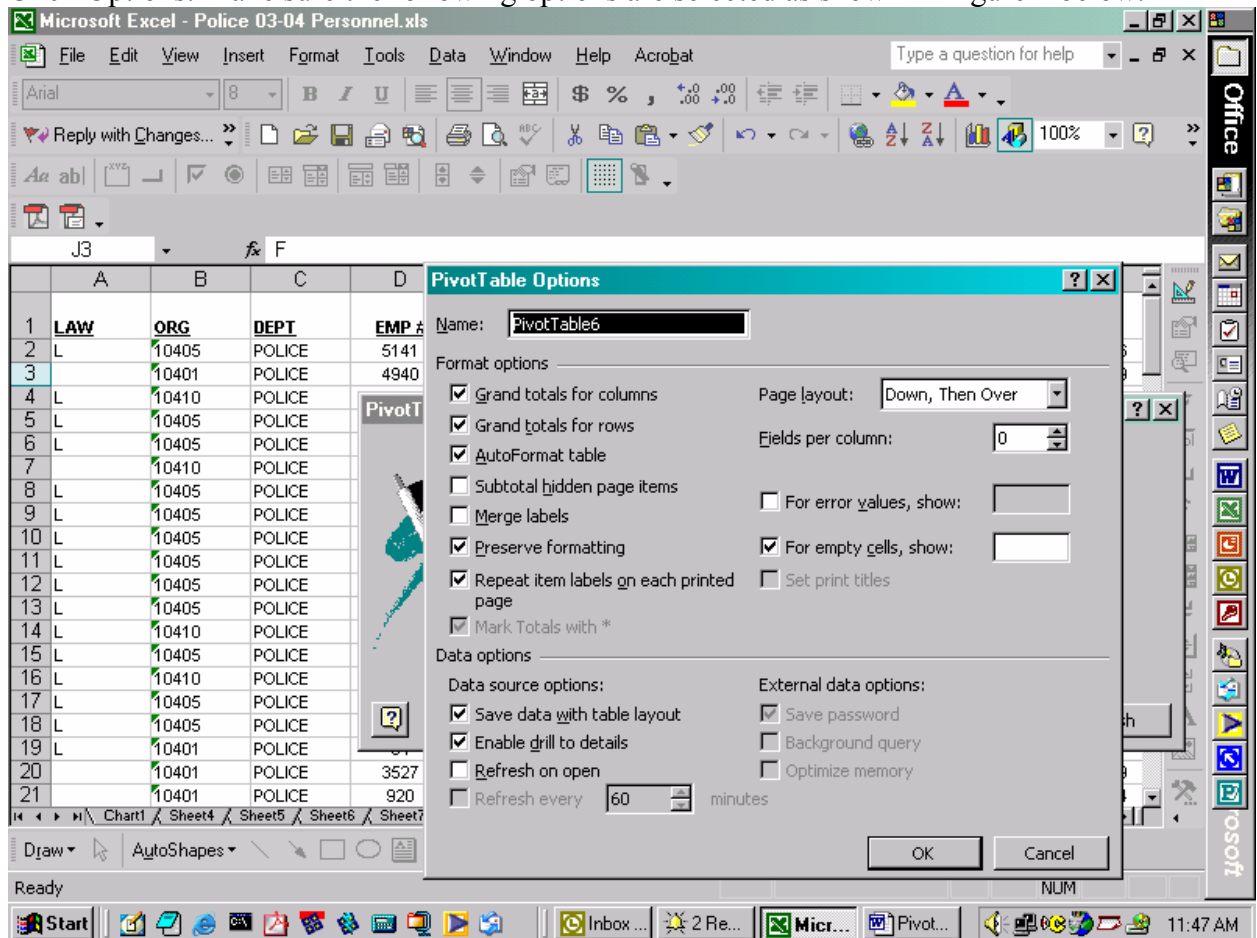


Figure 4

9. Click Finish.
→ The PivotTable field list will appear as shown in Figure 5 on next page.

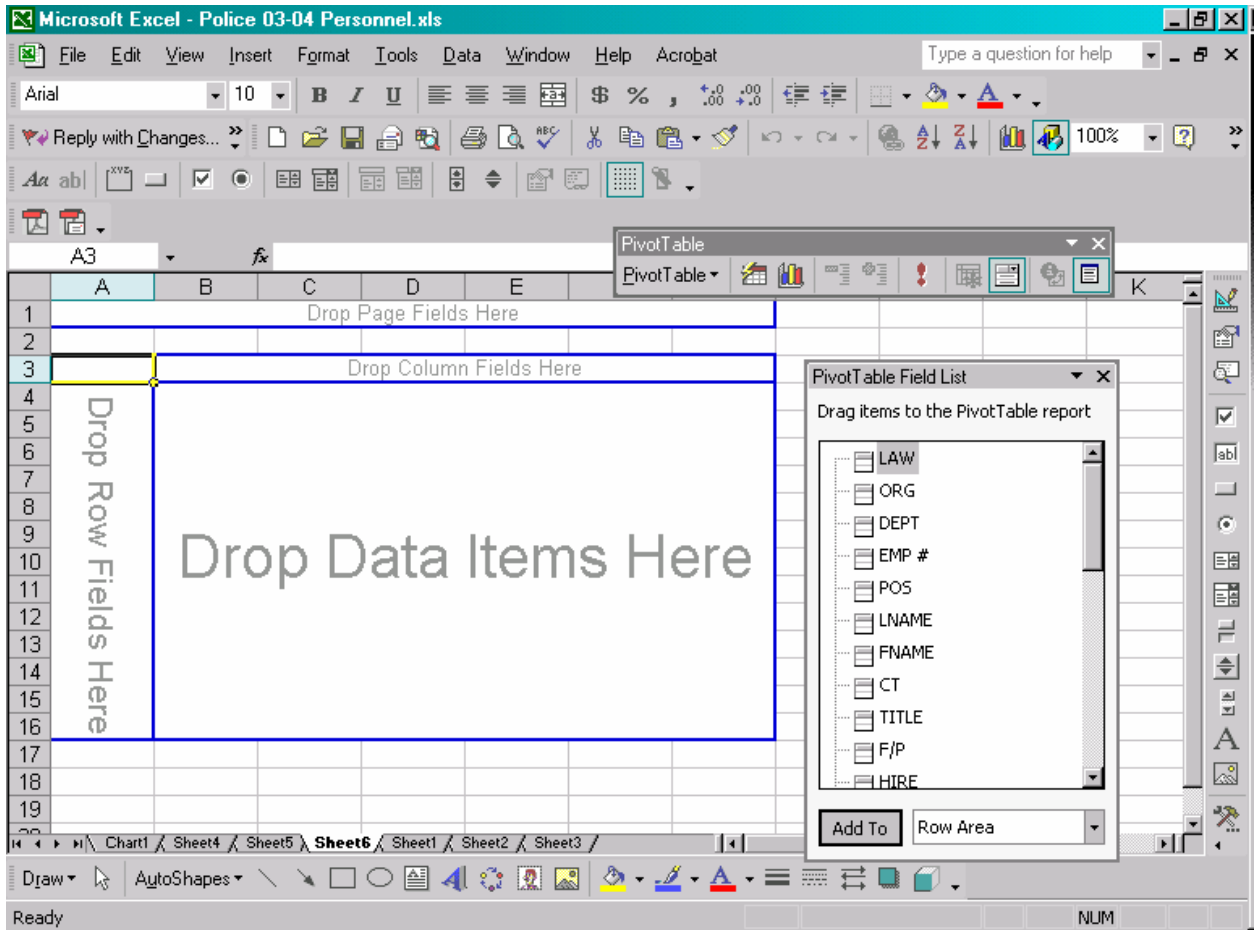


Figure 5

- From the PivotTable field list, drag “ORG” to the section labeled “Drop Row Fields Here.”
→ See Figure 6 on next page for the resulting screen.

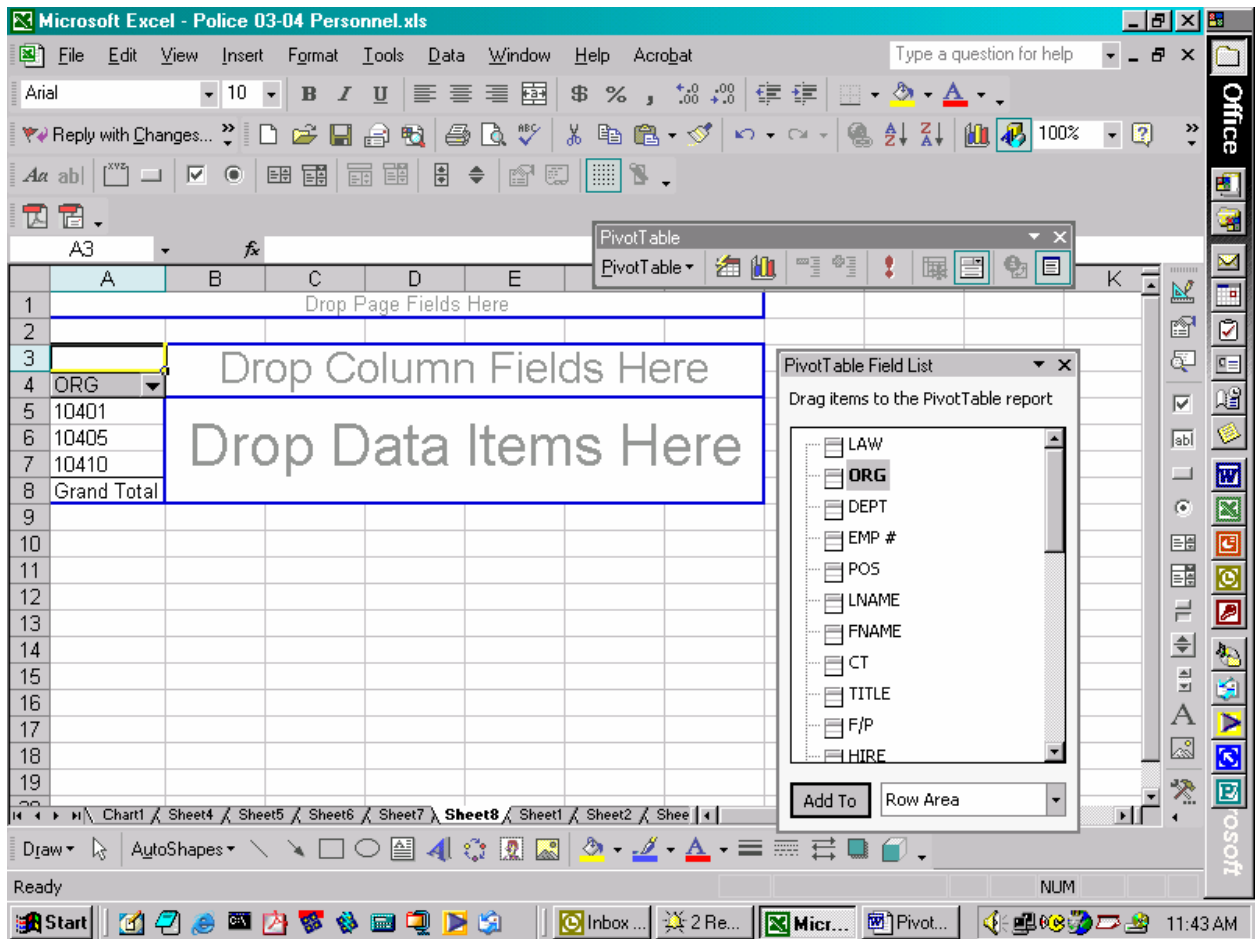


Figure 6

11. From the PivotTable field list, drag “F/P” to the section labeled “Drop Column Fields Here.”

→ See Figure 7 on next page for the resulting screen.

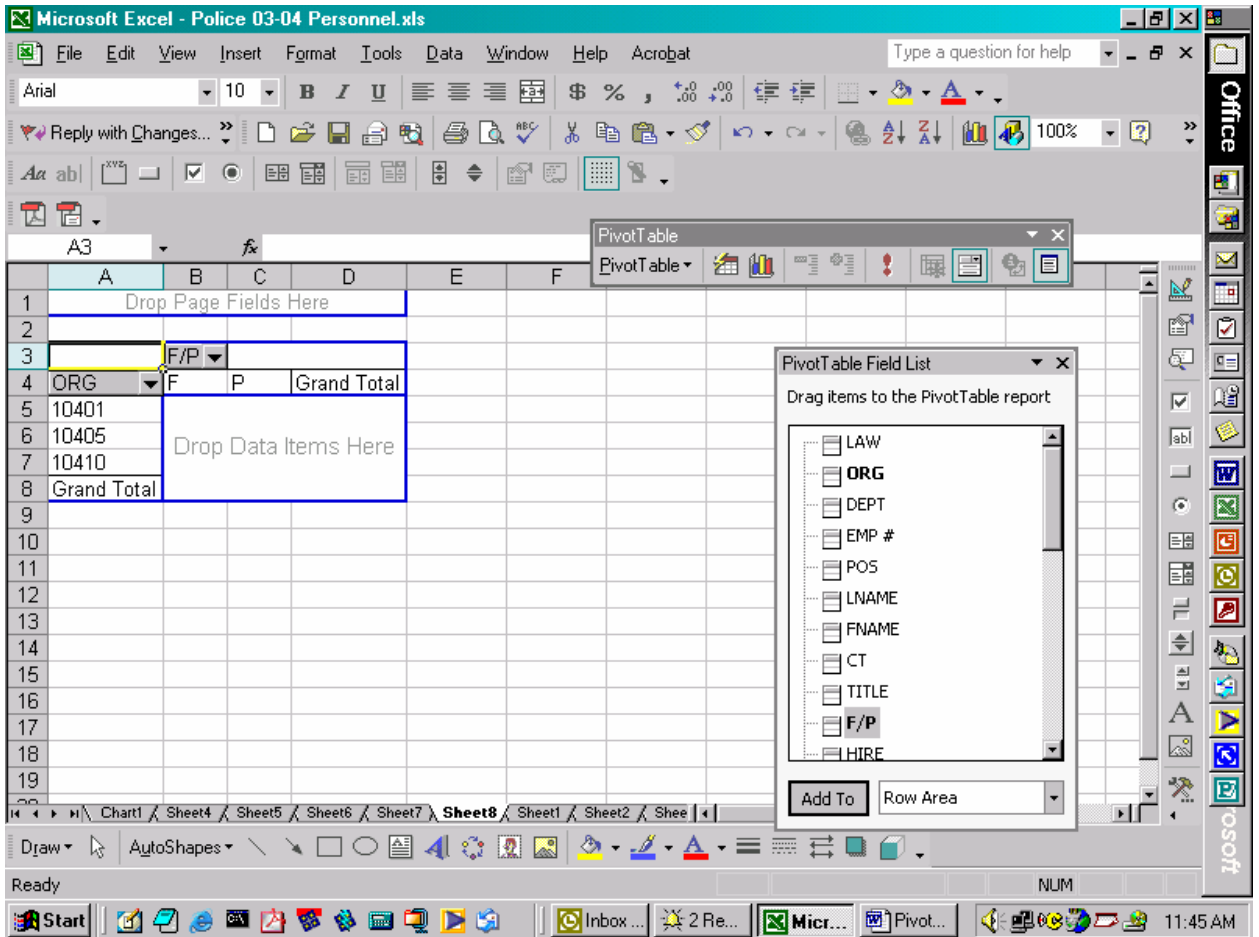


Figure 7

12. From the PivotTable field list, drag “ORG” to the section labeled “Drop Data Items Here.”

→ See Figure 8 on next page for the resulting screen.

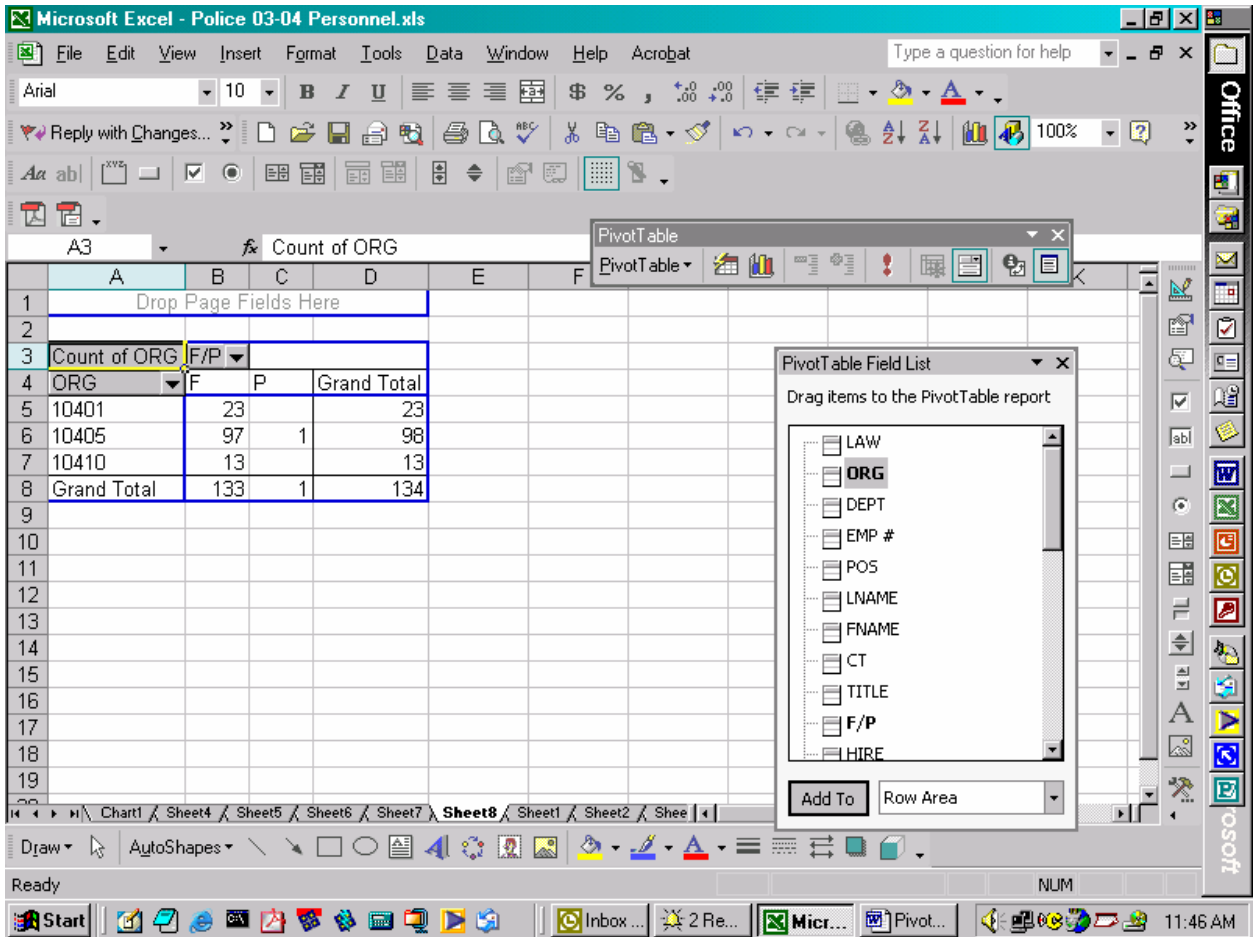


Figure 8

- The resulting table has totaled the number of Full Time (F) and Part Time (P) employees according to organization. Grand totals for each category are also shown.