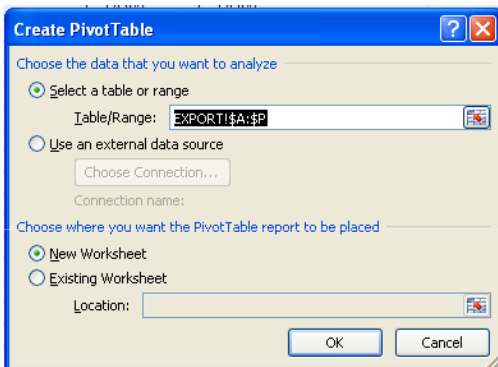
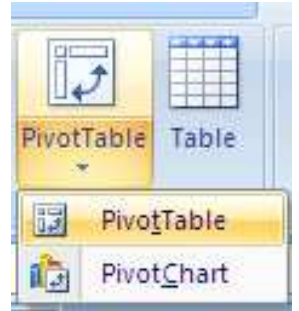


## Creating & Using a Pivot Table in Excel

A PivotTable allows you to view and manipulate data from a worksheet in a table format. For example, you can easily get the number or percentage of students in a certain grade or group by school.

**Step 1:** Select all data in your worksheet by pressing “Ctrl-A.”

**Step 2:** In the Insert tab, click on the PivotTable icon, and select Pivot Table from the drop down.

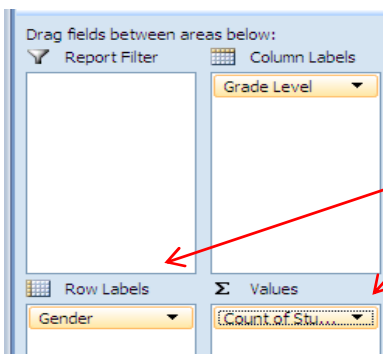
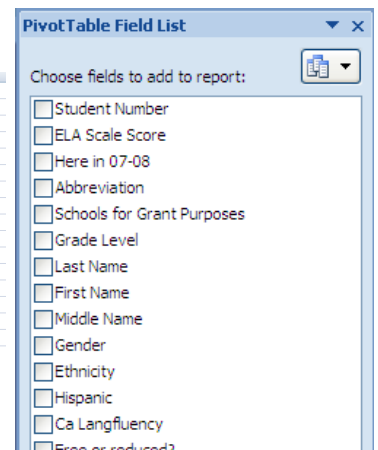
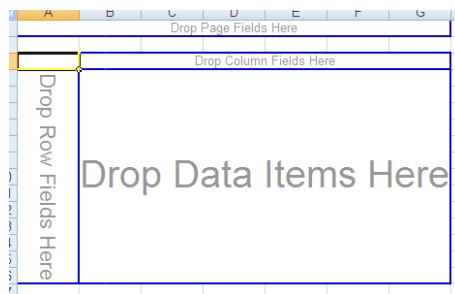


**Step 3:** A pop-up window will appear.

The pop-up window will allow you to modify the range of data and where to place the pivot table.

Click “OK” to create the pivot table.

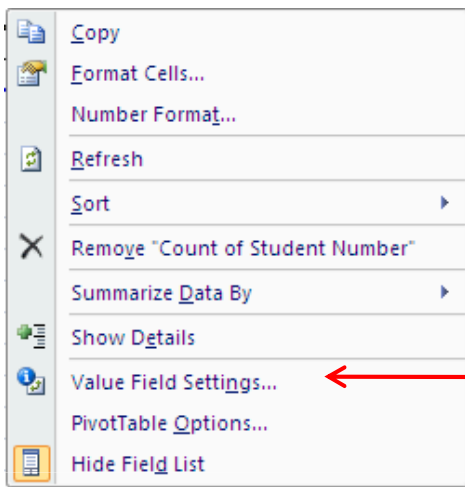
**Step 4:** The pivot table template and the pivot table field list will open in a new worksheet (or wherever you told it to).



**Step 5:** In the pivot table field list, drag the appropriate fields to the row, columns, and values fields to populate the pivot table template.

If you've populated it correctly, you'll see something like this:

Drop Page Fields Here						
Count of Student Number	Grade Level					
Gender	9	10	11	12	7453 (blank)	Grand Total
F	1157	1043	891	601		3692
M	1145	1134	896	586		3761
(blank)					1	1
Grand Total	2302	2177	1787	1187	1	7454



**Step 6:** To further manipulated the pivot table, right-click on the pivot table open the menu to the left.

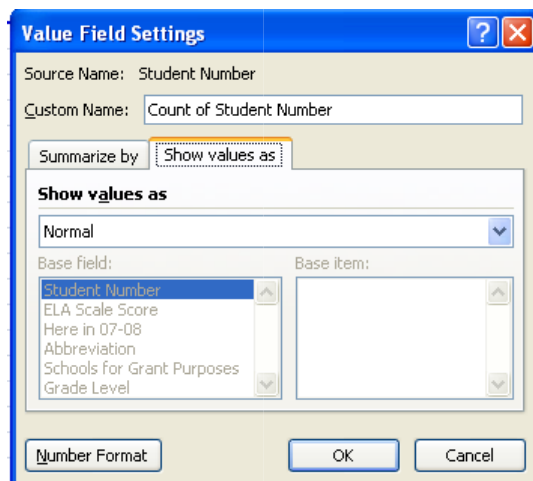
“Sort” - Allows you to change the order of the data (A to Z, Z to A, etc..)

“Summarize Data By” - Allows you to change how the data is shown (count, sum, average, min, max, etc.)

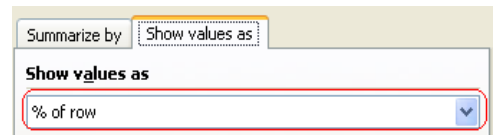
“Value Field Settings” – Opens a pop-up with two tabs.

The “Summarize by” tab gives you a few more options than the “Summarize Data” By choice above.

The “Show Value as” tab allows you to change the values to percentages based on different values.



**Step 7:** Select the % of row option in the drop-down to change the values in the pivot table from a count to % of that number from the total of that row.



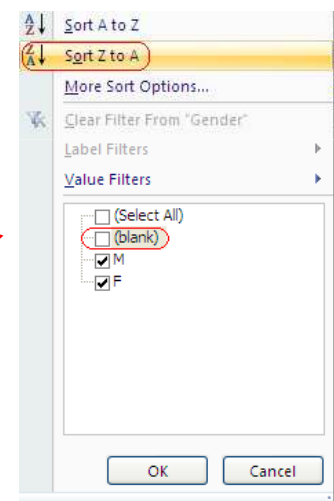
Count of Student Number	Grade Level	9	10	11	12	7453 (blank)	Grand Total
F		31.34%	28.25%	24.13%	16.28%	0.00%	100.00%
M		30.44%	30.15%	23.82%	15.58%	0.00%	100.00%
(blank)		0.00%	0.00%	0.00%	0.00%	100.00%	100.00%
Grand Total		30.88%	29.21%	23.97%	15.92%	0.01%	100.00%

Count of Student Number	Grade Level
Gender	9
F	31.34%
M	30.44%
(blank)	0.00%
Grand Total	30.88%

**Step 8:** Use the drop down arrows to rearrange or remove rows and columns.

In this example, we can uncheck the (blank) selection and re-arrange the table to show males, then females.

You'll see the changed reflected immediately in your pivot table.



Count of Student Number	Grade Level	9	10	11	12	Grand Total
M		30.44%	30.15%	23.82%	15.58%	100.00%
F		31.34%	28.25%	24.13%	16.28%	100.00%
Grand Total		30.89%	29.21%	23.98%	15.93%	100.00%