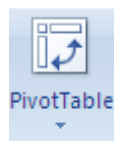


Microsoft Excel - Creating the Pivot Table

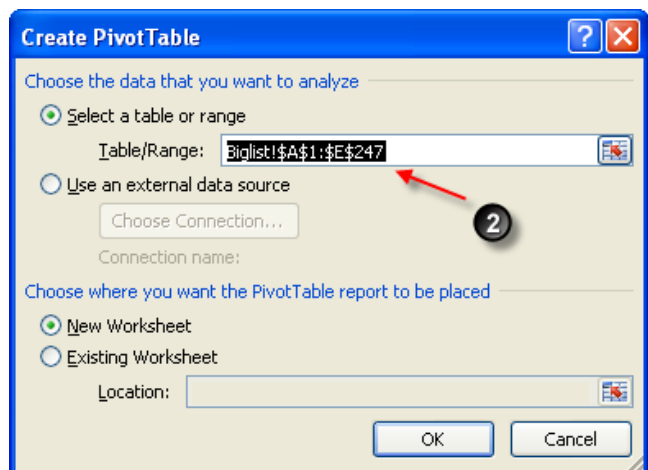


Creating the Pivot Table

1. Place the cursor within the database list.
From the **Insert** tab select the **Pivot Table** icon.



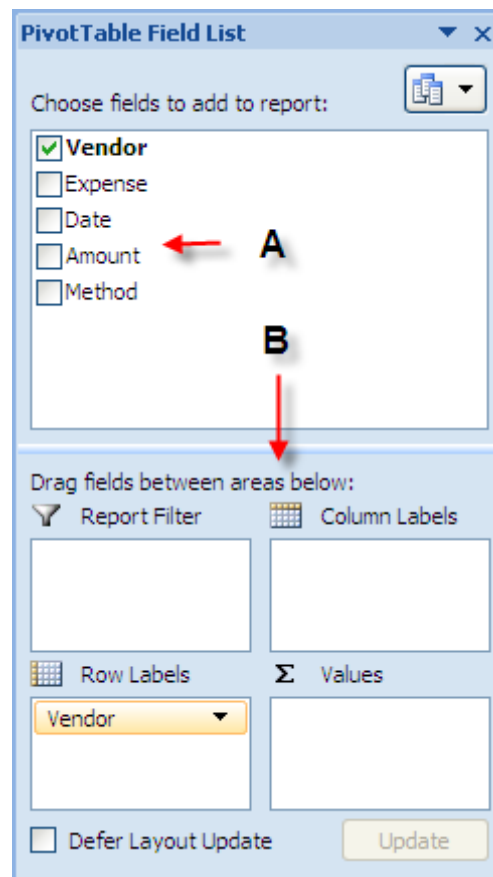
2. Choose the type of data that you wish to analyze.
In this example we are selecting an Excel sheet "Biglist" with the range between "A1:E247".
Tip: You may wish to increase the range if further information will be added at a later date, the Pivot Table can be refreshed to include addition information after the report has been created.



3. The Pivot table dialog box is displayed. This is made up of the following:
 - A. The fields that you can select to include in the Pivot Table.
 - B. Four Boxes the headings may be dragged into.

As the fields are placed within the require drag areas, the Pivot Report is displayed on the spreadsheet.

It is also possible to drag the headings directly into the drop areas on the spreadsheet.



	A	B	C	D	E	F	G	H	I	J	K
1		Drop Page Fields Here									
2											
3		Drop Column Fields Here									
4	Vendor	Drop Data Items Here									
5	A.B. Properties										
6	Ace Power & Light										
7	Andy Lubert										
8	AR Office										
9	Carol Stansen										
10	City of Franklin										
11	James Gregory										
12	Jim Parsons										
13	Karen Bush										
14	Lisa La Flamme										
15	Mary Fuller										
16	Ralph J Cook Garbage										
17	SW Wholesale										
18	Wheelin's Gas Co.										
19	Grand Total										
20											
21											
22											
23											
24											
25											
26											
27											

Completed Report

	A	B	C	D	E	F	G	H	I	
1	Drop Page Fields Here									
2										
3	Average of Amount	Expense								
4	Vendor	bill	salary	stock	Grand Total					
5	A.B. Properties	1,416.67			1,416.67					
6	Ace Power & Light	566.00			566.00					
7	Andy Lubert		2,916.67		2,916.67					
8	AR Office	5,000.00			5,000.00					
9	Carol Stansen		1,877.39		1,877.39					
10	City of Franklin	420.61			420.61					
11	James Gregory		1,458.33		1,458.33					
12	Jim Parsons		1,378.13		1,378.13					
13	Karen Bush		1,020.83		1,020.83					
14	Lisa La Flamme		1,691.67		1,691.67					
15	Mary Fuller		1,458.33		1,458.33					
16	Ralph J Cook Garbage	200.00			200.00					
17	SW Wholesale			15,649.50	15,649.50					
18	Wheelin's Gas Co.	600.00			600.00					
19	Grand Total	1,345.00	1,684.76	15,649.50	1,926.91					
20										
21										
22										
23										
24										
25										
26										
27										

PivotTable Field List

Choose fields to add to report:

- Vendor
- Expense
- Date
- Amount
- Method

Drag fields between areas below:

<p><input type="checkbox"/> Report Filter</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	<p><input type="checkbox"/> Column Labels</p> <div style="border: 1px solid #ccc; padding: 2px;">Expense</div>
<p><input type="checkbox"/> Row Labels</p> <div style="border: 1px solid #ccc; padding: 2px;">Vendor</div>	<p><input type="checkbox"/> Values</p> <div style="border: 1px solid #ccc; padding: 2px;">Average of A...</div>

Defer Layout Update Update

Once the Report has been created it is still possible to modify the field layouts by adding or deleting fields to the four field drag boxes.

