### About Pivot Tables

An **interactive way** to quickly summarize large amounts of data.

- Summarize – filter, sort, group
- Manipulate – subtotal, totals, custom calculations and formulas
- Compare – categories, subcategories
- Focus – expand and collapse levels of data
- Reports – present concise, attractive summaries, charts, tables
- Dynamic – move rows to columns or columns to rows ("pivoting")

### Create Pivot Tables

What you need: A Data Set ("Data Source")

- Set of rows and columns
- Each column must have a heading
- No blank rows

*Helpful Hint: Named ranges*

### Manipulating Pivot Tables

- Adding & Removing Data
- Filters
- Grouping
- Sorting
- Expanding & Collapsing
- Editing & Refreshing Data Source
- Calculated Fields (data source vs. Pivot Table)
- Display of Data (totals, subtotals)
- Format Data (preserving column widths, format as table)
- Field Settings (sum, count, max, avg etc.)

### Helpful Hints

Pivots are **dynamic** and meant to change. Be careful of the following:

- Changing formats / column widths – preserve column width option
- Data changes – pivot **does not** automatically update
- Using data from pivot table as inputs – suggest copy data values
- Overwriting other data – suggest one pivot per worksheet