PIVOT TABLES
Getting Started

A pivot table report is an interactive report that lets you summarize and analyze a data set. Unlike other tables and filters, you can change the structure of the report simply by dragging fields in the table and turning on and off filters.

- The Data:

  The data can come from any source into excel (PeopleSoft, Banner, ADP, etc.). The data does need to be displayed in column form with each column having a header.

- Creating a Pivot Table:

  To create a pivot table: (1) select your data, (2) select the insert ribbon, (3) select the PivotTable. Then confirm the data to use and the location to create the PivotTable.
Summarizing and Analyzing Data:

Once you click [OK] the PivotTable will display. The standard view is a default, but not as intuitive. I change to the classic view, it enables dragging of fields in the grid. This can be done under the option menu, on the display tab.

Once created, you can produce reports like the one below.

The best way to learn to create reports is to open a PivotTable, then try options on your own.

Another option is the website Atomic Learning. It has helpful hints as well as videos and instructional tutorials. There are also tutorials for Google Applications and other Microsoft products, for those who have just migrated.

Website: http://www.atomiclearning.com/highed/
Username: uwg
Password: college