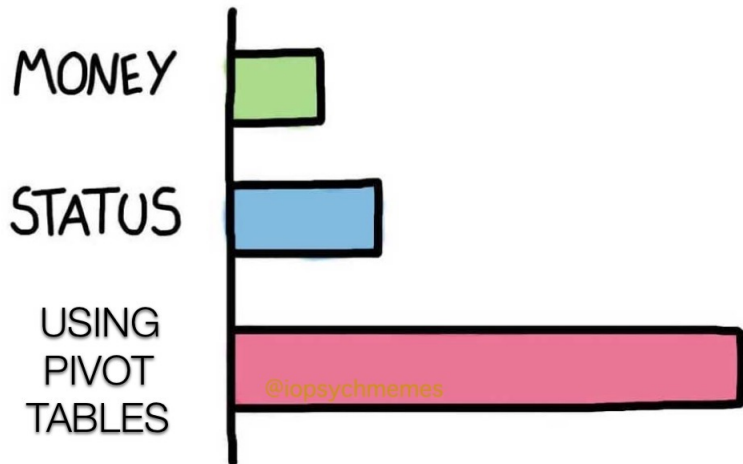
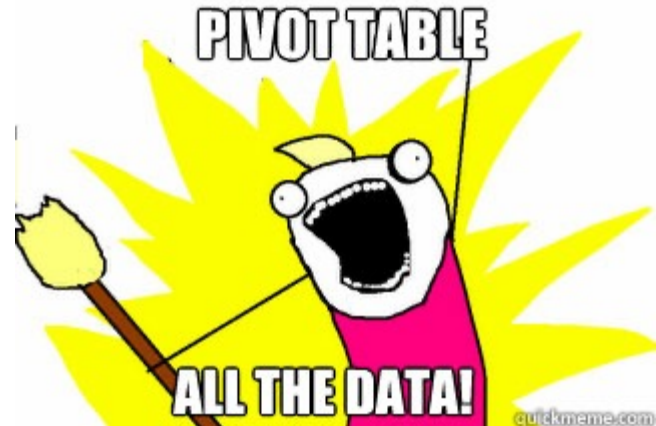


# PivotTables and PivotCharts in Excel

WHAT GIVES PEOPLE  
FEELINGS OF POWER

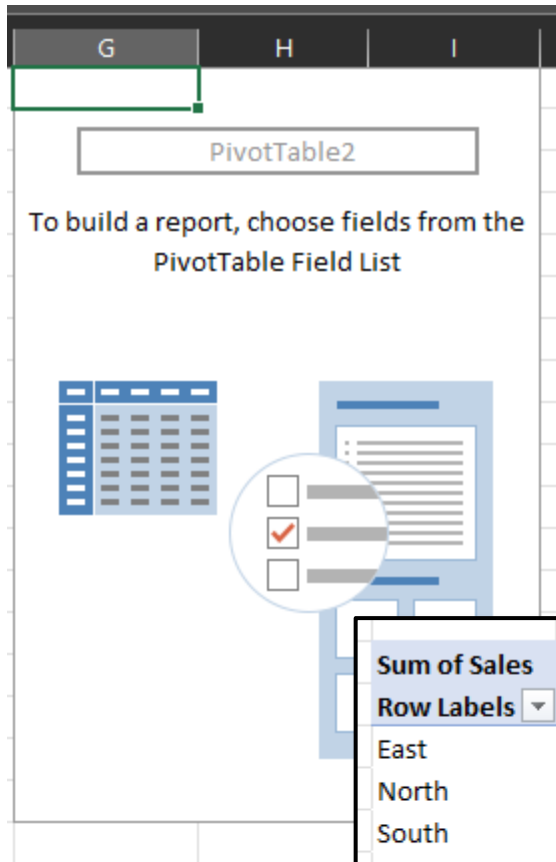


@iamnotanartist\_





# This will generate a blank PivotTable and open the PivotTable Fields dialogue box:



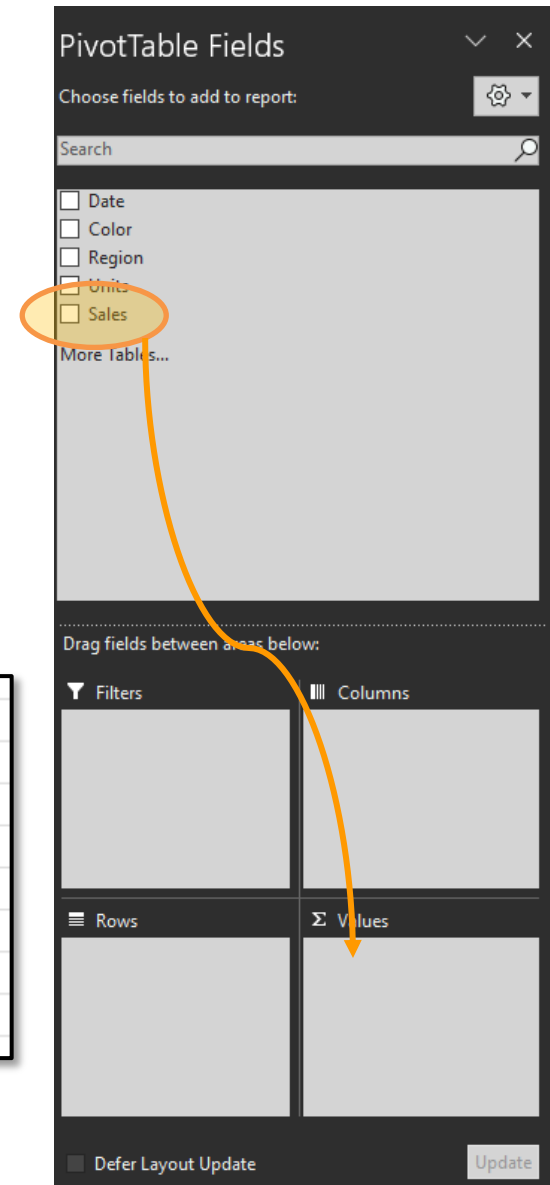
**Click and drag:**

- Sales -> Values
- Region -> Rows
- Color -> Columns

Pause after each step to see how the chart updates!



Sum of Sales	Column Labels				
Row Labels	Blue	Green	Red	Silver	(blank) Grand Total
East	1121	1198	714	697	3730
North	2358	1678	2028	2645	8709
South	1710	1059	1126	1149	5044
West	2275	2479	1640	2479	8873
(blank)					
<b>Grand Total</b>	<b>7464</b>	<b>6414</b>	<b>5508</b>	<b>6970</b>	<b>26356</b>



Suppose you are a data analyst and have been asked to generate a report on this data.

**Generate one or more PivotTables that show the following:**

- The % of all sales broken down by each region
  - Example: 14.15% of all sales were in the East
- The % of all sales broken down by color
  - Example: 24.34% of all sales were Green
- The total # of units sold per color and region
  - Example: 697 Silver units were sold in the East region
- The total sales per year broken down by color, shown as a percentage.
  - Example: Green is 29.04% of the total in 2016.

**Hint:** you can right click on a pivot table cell and select “Show Values As...” to customize the chart.

# Once you have a PivotTable, you can also generate a PivotChart!

Make sure you have highlighted a cell in the PivotTable, then:

**Insert Ribbon -> PivotChart -> PivotChart**

The screenshot shows the Microsoft Excel interface. The 'Insert' ribbon is active, and the 'PivotChart' button is highlighted. A tooltip for 'PivotChart' is visible, stating: 'Use PivotCharts to graphically summarize data and explore complicated data.' The 'Insert Chart' dialog box is open, showing the 'Clusters Column' chart selected. The PivotTable data is as follows:

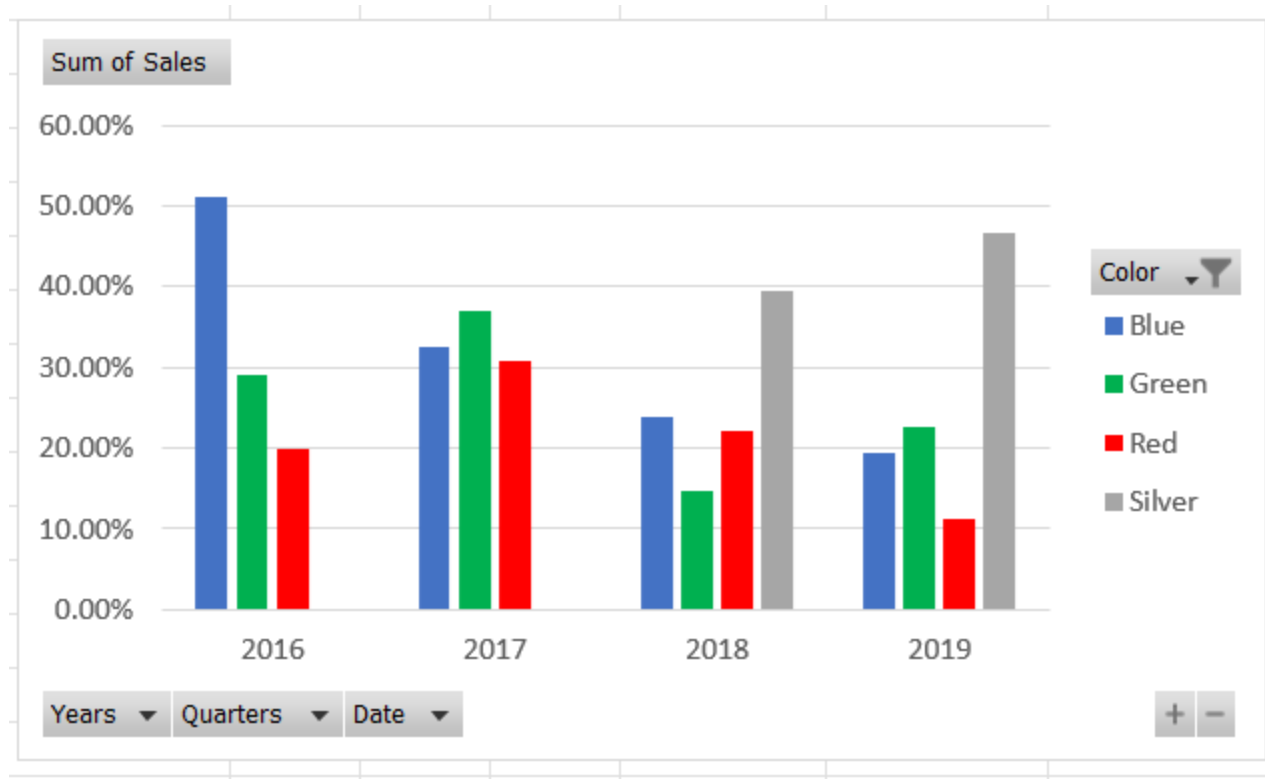
Date	Color	Region	Units	Sales	Sum of Sales	Column Labels	Green	Red	Silver	Grand Total
3-Jan-16	Red	West	1	\$11.00	East	4.25%	4.55%	2.71%	2.64%	14.15%
13-Jan-16	Blue	South	8	\$96.00	North	8.95%	6.37%	7.69%	10.04%	33.04%
21-Jan-16	Green	West	2	\$26.00	South	6.49%	4.02%	4.27%	4.36%	19.14%
30-Jan-16	Blue	North	7	\$84.00	West	8.63%	9.41%	6.22%	9.41%	33.67%
7-Feb-16	Green	North	8	\$104.00	Grand Total	28.32%	24.34%	20.90%	26.45%	100.00%
13-Feb-16	Red	South	2	\$22.00						
21-Feb-16	Blue	East	5	\$60.00						
1-Mar-16	Green	West	2	\$26.00						
13-Mar-16	Blue	East	0	\$06.00						

**Then, select the chart you like  
from the dialogue box**



# Let's customize a PivotChart...

**Make (or update) a PivotTable to show the % of annual sales broken down by color. Then insert a Clustered Column PivotChart like the one below:**



**Hint:** click on a column, then right click and “Format Data Series” to customize the color.

## Your turn!

Check out **5- Book Data.xlsx** on D2L.

- Perform “Exploratory Data Analysis” by generating one or more Pivot Tables and Pivot Charts.
- Be prepared to report at least 3 interesting findings/trends!