Pivot Tables

Excel

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What is a Pivot Table?

▶ A **Pivot Table** is a <u>powerful tool</u> to calculate, summarize, and analyze data that lets you see comparisons, patterns, and trends in your data.

▶ A **Pivot Table** is a table of statistics that summarizes the data of a more extensive table.

▶ **Pivot Tables** are one of Excel's <u>most powerful</u> features. **A pivot table** allows you to <u>extract</u> the significance from a large, detailed data set.

▶ **Pivot Tables** are a <u>reporting engine</u> built into Excel. They are the single best tool in Excel for analyzing data *<u>WITHOUT FORMULAS</u>*.

What is a Pivot?

▶ A **Pivot** is a <u>thing</u> around which other things rotate.

▶ An axis is an imaginary line around which things rotate.

Data Sources

- Mostly from other applications, e.g. Google form.
- Manual input.

Data form

▶ The data must be in a **Tabular Format**

One row of headers that describes the data.

▶ **Requirements:**

▶ No blank columns.

▶ No blank rows.

▶ No merged cells

Shall We Start Practicing??