

From: dopmannouncement
Sent: Thursday, September 20, 2018 3:40 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Pivot Tables

Use Pivot Tables to summarize your Excel data

Brought to you by
Lisa Schwaiger
 - DOPM HelpDesk Triage and
 Computer Tech



SITUATION:

I want a better way to summarize my Excel data.

For example:

This doesn't tell me as much useful dataas this does.	
Date	Buyer	Type	Amount	Row Labels	Sum of Amount
01-Jan	Mom	Fuel	\$ 74,00	Dad	20
15-Jan	Mom	Food	\$ 235,00	Sports	20
17-Jan	Dad	Sports	\$ 20,00	Kelly	270
21-Jan	Kelly	Books	\$ 125,00	Books	125
02-Feb	Mom	Food	\$ 235,00	Music	20
20-Feb	Kelly	Music	\$ 20,00	Tickets	125
25-Feb	Kelly	Tickets	\$ 125,00	Mom	544
				Food	470
				Fuel	74
				Grand Total	834

(Raw Data) (Pivot Table)

SOLUTION:

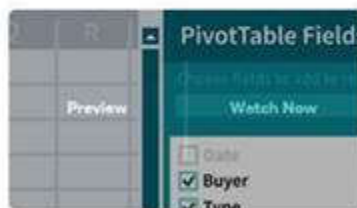
The one on the right is called a "Pivot Table".

See exactly how to create it in this 1 minute video: <https://support.office.com/en-us/article/create-a-pivottable-to-analyze-worksheet-data-a9a84538-bfe9-40a9-a8e9-f99134456576>

And then (for easy visualization) you can take that summarized data from the Pivot Table and use it to create a chart.

If you want to explore more, Lynda (free online course for most UAB employees) will teach you in 23 minutes:

<https://www.lynda.com/Excel-tutorials/Excel-PivotTables-Beginners/651187-2.html?org=uab>



COURSE

Excel: PivotTables for Beginners with Dave Ludwig

Get a short and simple beginner's guide to Excel PivotTables. Follow along and learn how to create a basic PivotTable to analyze and present spreadsheet data.

23m 52s | Beginner | Views: 234,661

[See Related Courses](#)

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>