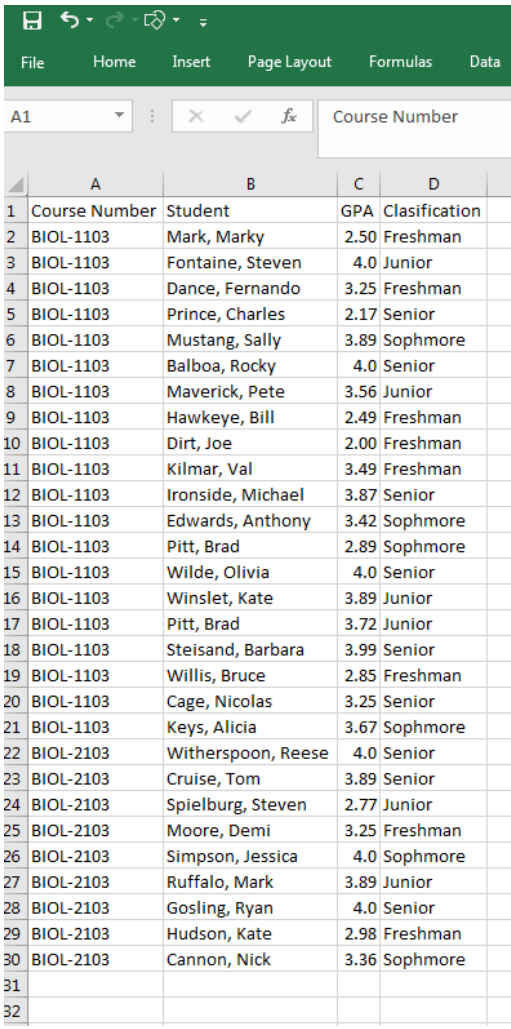


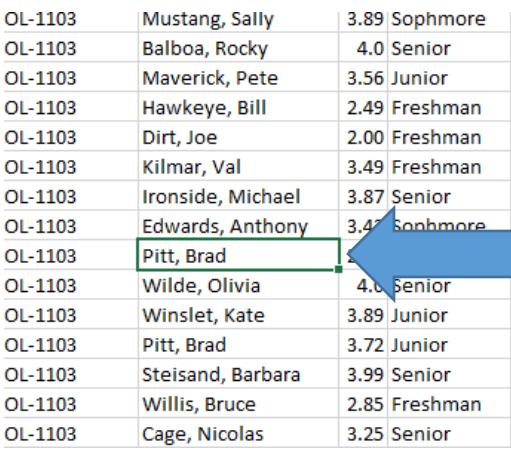
# How to Create a Basic Pivot Table



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D
1	Course Number	Student	GPA	Clasification
2	BIOL-1103	Mark, Marky	2.50	Freshman
3	BIOL-1103	Fontaine, Steven	4.0	Junior
4	BIOL-1103	Dance, Fernando	3.25	Freshman
5	BIOL-1103	Prince, Charles	2.17	Senior
6	BIOL-1103	Mustang, Sally	3.89	Sophmore
7	BIOL-1103	Balboa, Rocky	4.0	Senior
8	BIOL-1103	Maverick, Pete	3.56	Junior
9	BIOL-1103	Hawkeye, Bill	2.49	Freshman
10	BIOL-1103	Dirt, Joe	2.00	Freshman
11	BIOL-1103	Kilmar, Val	3.49	Freshman
12	BIOL-1103	Ironside, Michael	3.87	Senior
13	BIOL-1103	Edwards, Anthony	3.42	Sophmore
14	BIOL-1103	Pitt, Brad	2.89	Sophmore
15	BIOL-1103	Wilde, Olivia	4.0	Senior
16	BIOL-1103	Winslet, Kate	3.89	Junior
17	BIOL-1103	Pitt, Brad	3.72	Junior
18	BIOL-1103	Steisand, Barbara	3.99	Senior
19	BIOL-1103	Willis, Bruce	2.85	Freshman
20	BIOL-1103	Cage, Nicolas	3.25	Senior
21	BIOL-1103	Keys, Alicia	3.67	Sophmore
22	BIOL-2103	Witherspoon, Reese	4.0	Senior
23	BIOL-2103	Cruise, Tom	3.89	Senior
24	BIOL-2103	Spielburg, Steven	2.77	Junior
25	BIOL-2103	Moore, Demi	3.25	Freshman
26	BIOL-2103	Simpson, Jessica	4.0	Sophmore
27	BIOL-2103	Ruffalo, Mark	3.89	Junior
28	BIOL-2103	Gosling, Ryan	4.0	Senior
29	BIOL-2103	Hudson, Kate	2.98	Freshman
30	BIOL-2103	Cannon, Nick	3.36	Sophmore
31				
32				

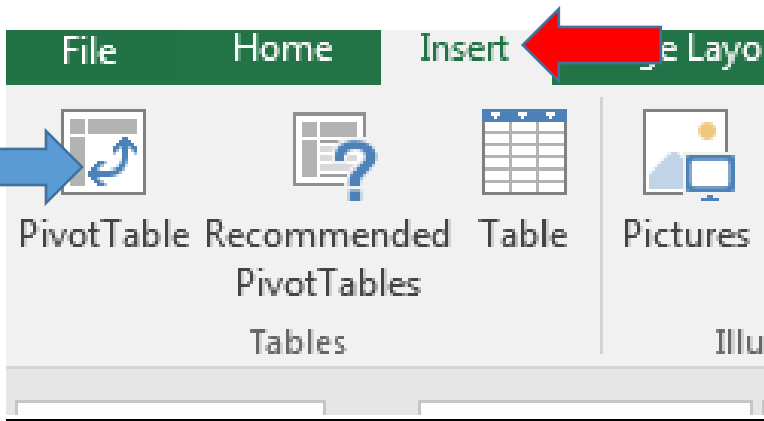
Step 1: Create/collect the data that you need (i.e. GPA, student names, classifications, course numbers, etc.)



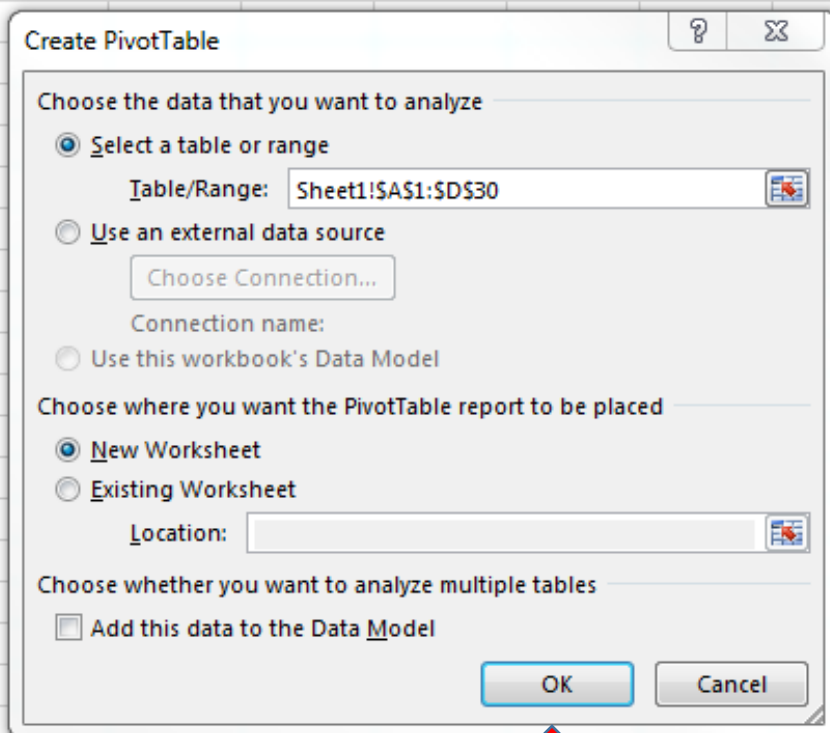
This is a close-up view of the data table from the previous screenshot. A blue arrow points to the cell containing 'Pitt, Brad' in the Student column.

OL-1103	Mustang, Sally	3.89	Sophmore
OL-1103	Balboa, Rocky	4.0	Senior
OL-1103	Maverick, Pete	3.56	Junior
OL-1103	Hawkeye, Bill	2.49	Freshman
OL-1103	Dirt, Joe	2.00	Freshman
OL-1103	Kilmar, Val	3.49	Freshman
OL-1103	Ironside, Michael	3.87	Senior
OL-1103	Edwards, Anthony	3.42	Sophmore
OL-1103	Pitt, Brad	2.89	Sophmore
OL-1103	Wilde, Olivia	4.0	Senior
OL-1103	Winslet, Kate	3.89	Junior
OL-1103	Pitt, Brad	3.72	Junior
OL-1103	Steisand, Barbara	3.99	Senior
OL-1103	Willis, Bruce	2.85	Freshman
OL-1103	Cage, Nicolas	3.25	Senior

Step 2: Click anywhere inside of your data block. This will select the range for your pivot table.

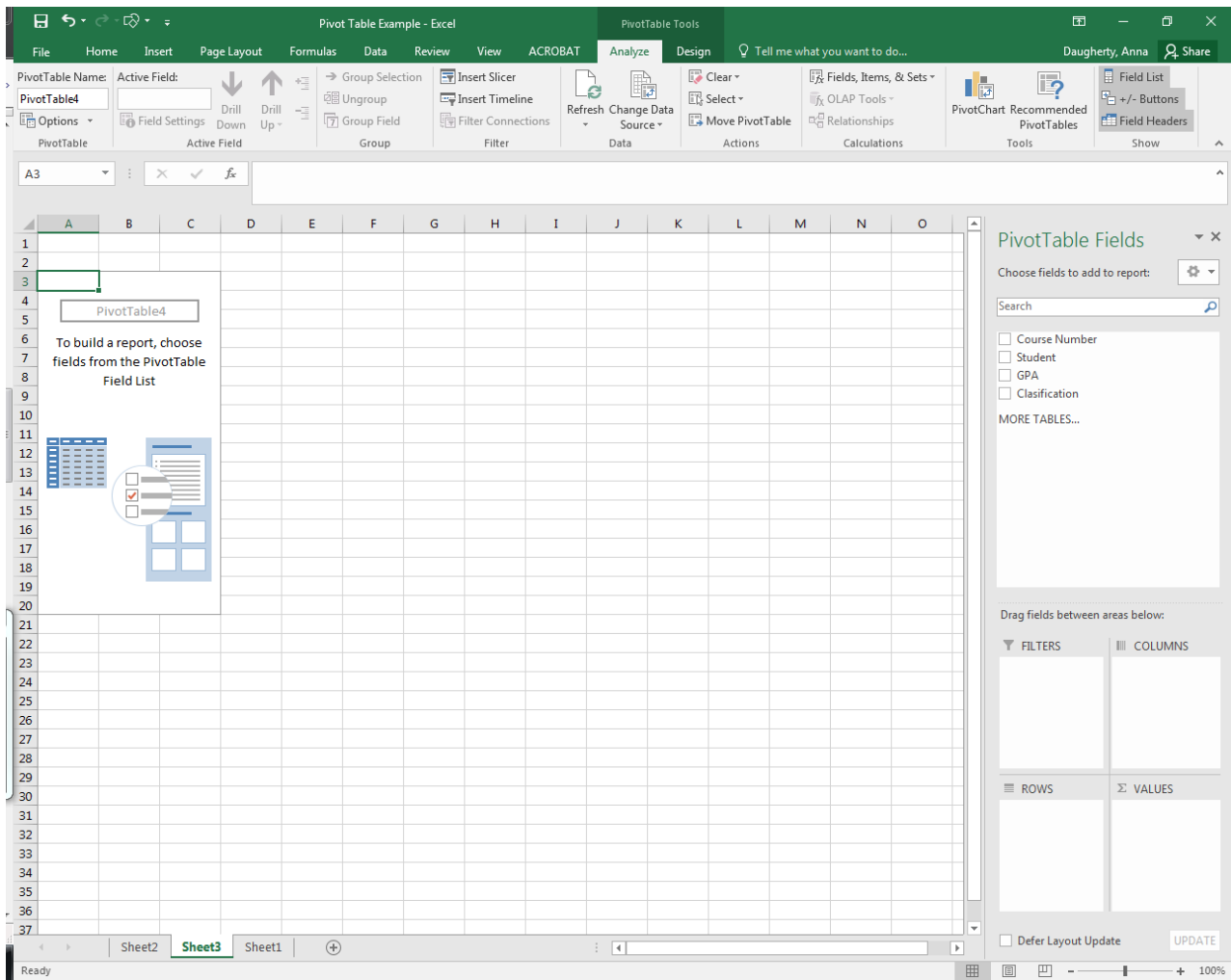


Step 3: After you have clicked in a cell within your data block, then you need to click on the Pivot Table button on the top left hand side of the Excel spreadsheet, under the Insert menu.




Step 4: This box will appear, next. It will contain the table range and sheet location of your data. This should auto populate, if you followed Step 2.


Click on "OK."



Step 5: After you click “OK,” this screen will appear. From the box on the right, you need to select which fields that you wish to include in your pivot data.

PivotTable Fields





Choose fields to add to report: 

Search 





- Course Number
- Student
- GPA
- Clasification

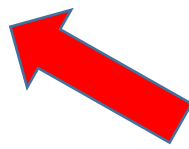
MORE TABLES...

Drag fields between areas below:

 FILTERS	 COLUMNS
 ROWS	 VALUES

Defer Layout Update UPDATE

   -  + 100%



Select which fields you would like to include in your pivot table.

PivotTable Example - Excel

PivotTable Name: PivotTable1  
Active Field: Course Number

PivotTable Fields

Choose fields to add to report:

- Course Number
- Student
- GPA
- Classification

MORE TABLES...

fields between areas below:

ALTERS

COLUMNS

ROWS

- Course Number
- Classification

VALUES

- Average of GPA

UPDATE

Row Labels	Average of GPA
BIOL-1103	3.345
Freshman	2.763333333
Junior	3.7925
Senior	3.546666667
Sophomore	3.4675
BIOL-2103	3.571111111
Freshman	3.115
Junior	3.33
Senior	3.963333333
Sophomore	3.68
<b>Grand Total</b>	<b>3.415172414</b>

I selected the Course Number, GPA, and Classification for this pivot table.

Here are the pivot table results!

Under VALUES, I changed the data to look at the average GPA, instead of the sum of the GPA.