How to Create a Basic Pivot Table

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

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