PivotTables

Stephanie Agnew
sagnew@library.msstate.edu

Thomas La Foe
tlafoe@library.msstate.edu

Rob McDougald
rmcdougald@library.msstate.edu

For more handouts and tutorials, visit http://guides.library.msstate.edu/dmc
Getting Started with Pivot Tables

Pivot Tables allow you to extract insights from large data sets with ease. Using pivot tables allows you to categorize information, group values, and summarize data in many different ways.

To begin, click on a cell that is a part of your data set. Then select **Insert > Pivot Table**.

This opens the Create Pivot Table dialog box. This is where you can use your existing data, select data from another worksheet, create the table in a new worksheet, or place it in the current sheet. Click OK to create the table.

After clicking ok, using the default settings, a new spreadsheet will open (tabs at the bottom of the workbook), and the blank pivot table will appear. In order to add data to the pivot table, use the PivotTable Fields task pane at the right.
From the PivotTable task pane you can also change the settings for each of the fields, specifically the value fields. Click on the drop down arrow and select Value Field Settings. In this dialog box you can change the summary calculation, the number format, and also how you would like to show the values.

Additional Tools

The Analyze and Design tabs appear in the ribbon when you are working with PivotTables. These contain additional tools to help group and filter data, as well as controlling the over all look of the Pivot table.

The Layout group on the design tab will allow you to control how your data is displayed. If the subtotals are not as important as the grand totals, or if you would like to remove them all together, use the Layout options.
DIGITAL MEDIA CENTER

Contact Us
662-325-7676

Pattye Archer Coordinator of IMC
parcher@library.msstate.edu

Stephanie Agnew Instructional Technology Specialist
sagnew@library.msstate.edu

Dorothy Johnson Library Associate
djohnson@library.msstate.edu

Thomas La Foe Instructional Technology Specialist
tlafoe@library.msstate.edu

Rob McDougald Media Specialist
rmcdougald@library.msstate.edu

Jennifer Jones Graphic Designer
jjones@library.msstate.edu

Isa Stratton Technology Specialist
istratton@library.msstate.edu

The Digital Media Center offers workshops, one-on-one instruction and an open lab to the faculty, staff and students of Mississippi State University. Choose from one of our regularly scheduled workshops, or allow us to customize a workshop for your class, office or research team. If you need less formal training, ask about a one-on-one session, or simply check out our multimedia lab where our multimedia computers (both Macs and PCs) are equipped with the latest in graphic and web authoring software, scanners, music composition keyboards, video and audio capturing capabilities and more. Our trained staff is available seven days a week to assist you in the design and creation of your projects and presentations. For more information, visit our website at http://library.msstate.edu/dmc

MISSISSIPPI STATE UNIVERSITY
UNIVERSITY LIBRARIES

All Workshops Sponsored by Mississippi State University Libraries
Visit http://library.msstate.edu

MSU is an equal opportunity institution.