

# ISSInfo



## Pivot Table Reports Using Excel 2003

### What is a Pivot Table Report?

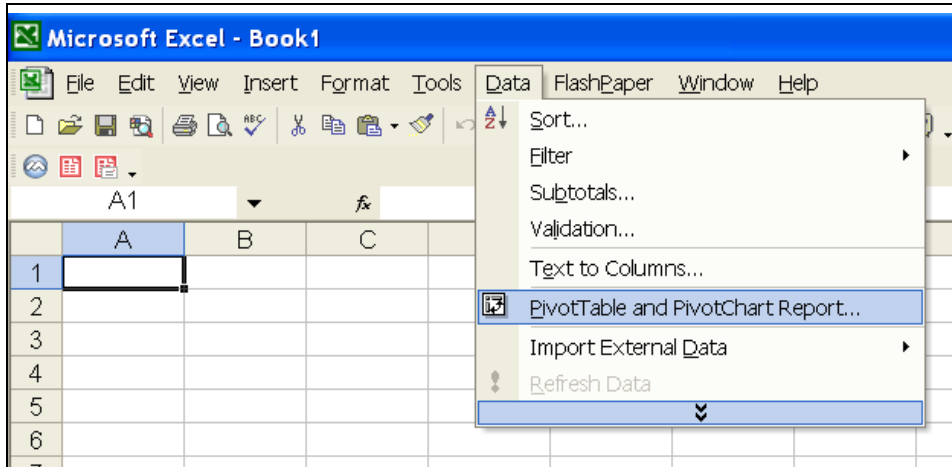
A PivotTable report is an interactive table that quickly combines and compares large amounts of data. Rows and columns may be rotated to display different summaries of the source data. Details for areas of interest may be displayed or hidden as desired.

Use a PivotTable report to analyze related totals, especially to sum a long list of figures and to compare several facts about each figure. Because a PivotTable report is interactive, the view of the data can be changed to see more details or calculate different summaries, such as counts or averages.

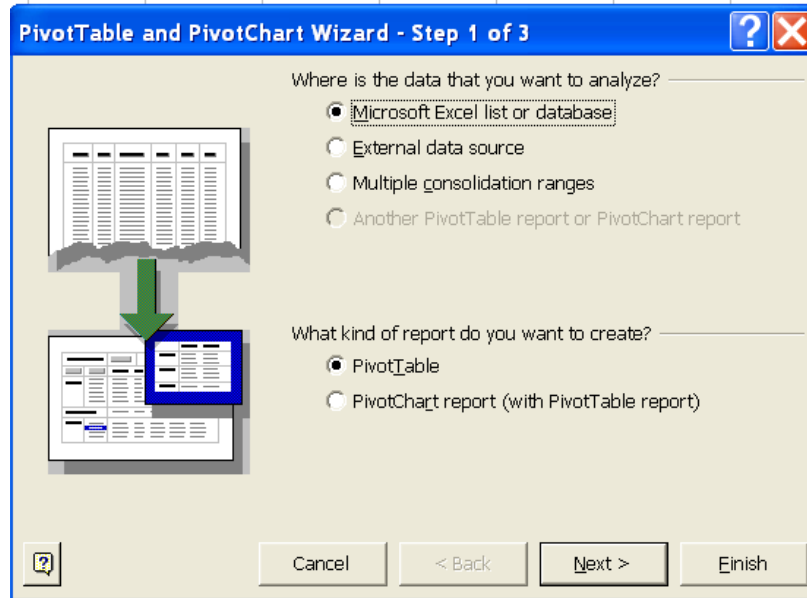
### Create a PivotTable

To create a PivotTable, proceed as follows.

1. Open the workbook that contains data to be formatted into a PivotTable.
  - If you are basing the report on an Excel list or database, click a cell within the data range.
2. On the **Data** menu, click **PivotTable and PivotChart Report**.



3. In step 1 of the PivotTable and PivotChart Wizard, follow the instructions, also select **PivotTable** under **What kind of report do you want to create?**



4. Click the **Next** button.
5. In step 2 of the wizard, identify the data range.
6. Click the **Next** button.
7. If an informational message appears about memory usage, select either **Yes** or **No** and continue.
8. In step 3 select the location where you want the pivottable report to be created.
9. Select the **Layout** button, and continue as described in the next step.

## Report Layout

To lay out the report on the screen, do the following:

1. From the **PivotTable Field List** window, drag the fields with data that are to be displayed in rows to the drop area labeled **Drop Row Fields Here**.
2. Drag fields with data that are to be displayed across columns to the drop area labeled **Drop Column Fields Here**.
3. Drag fields that contain the data that are to be summarized to the area labeled **Drop Data Items Here**.
4. Drag fields that that are to be used as page fields to the area labeled **Drop Page Fields Here**.
5. To rearrange fields, drag them from one area to another. To remove a field, drag it out of the PivotTable report.
6. After fields are in the table template, click **Ok**.
7. Click **Finish** to complete the PivotTable.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send an e-mail to [helpdesk@callutheran.edu](mailto:helpdesk@callutheran.edu).