



Pivot table



Pivot table

Example:

We have this raw data:

	A	B	C	D	E	F	G	H	I
1	Order	Item	Category	Customer ID	Quantity	Price	Paid Amount	Date	Time
2	0001	Apple Pie	Pie	0000	2	\$ 3.00	\$ 6.00		
3	0002	Custard Bread	Bread	0000	2	\$ 2.00	\$ 4.00		
4	0003	Rasin Bread	Bread	0000	2	\$ 2.00	\$ 4.00		
5	0004	Strawberry Cake	Cake	0001	2	\$ 2.50	\$ 5.00		
6	0005	Whole-wheat Bread	Bread	0002	3	\$ 1.00	\$ 3.00		
7	0006	Whole-wheat Bread	Bread	0000	3	\$ 1.00	\$ 3.00		
8	0007	Chicken Pie	Pie	0003	1	\$ 2.50	\$ 2.50		
9	0008	Custard Bread	Bread	0000	1	\$ 2.00	\$ 2.00		
10	0009	Chocolate Cake	Cake	0000	5	\$ 2.50	\$ 12.50		
11	0010	Coconut Cake	Cake	0000	3	\$ 2.50	\$ 7.50		
12	0011	Apple Pie	Pie	0004	2	\$ 3.00	\$ 6.00		
13	0012	Apple Pie	Pie	0000	1	\$ 3.00	\$ 3.00		
14	0013	Rasin Bread	Bread	0002	2	\$ 2.00	\$ 4.00		
15	0014	Apple Pie	Pie	0000	2	\$ 3.00	\$ 6.00		
16	0015	Butter Cake	Cake	0005	20	\$ 2.00	\$ 40.00		
17	0016	Chicken Pie	Pie	0001	2	\$ 2.50	\$ 5.00		
18	0017	Coconut Cake	Cake	0000	3	\$ 2.50	\$ 7.50		
19	0018	Strawberry Cake	Cake	0000	1	\$ 2.50	\$ 2.50		
20	0019	Butter Cake	Cake	0003	3	\$ 2.00	\$ 6.00		
21	0020	Butter Bread	Bread	0000	2	\$ 1.50	\$ 3.00		

We want to find out “**which item has the best sales** (*max total paid amount*)”.

What should the table look like in order to answer this question?

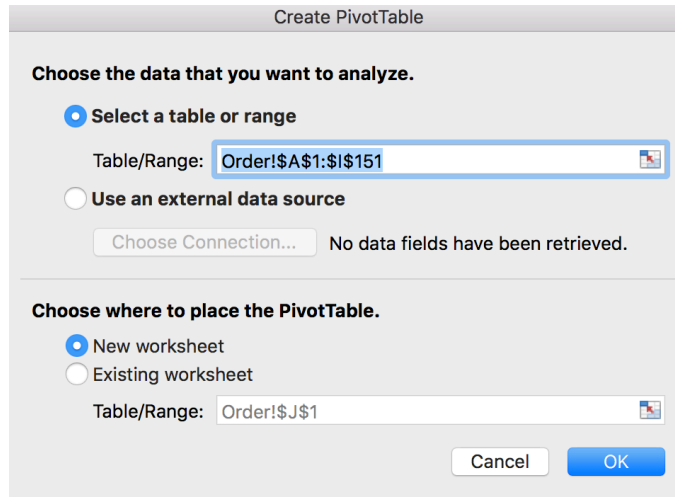
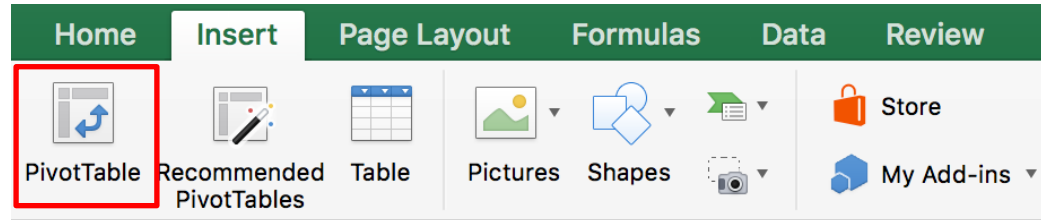


Item	Sum of paid amount
Butter Cake	
Strawberry Cake	
Coconut Cake	
Chocolate Cake	
Butter Bread	
Rasin Bread	
Custard Bread	
Whole-wheat Bread	
Chicken Pie	
Mushroom Pie	
Apple Pie	



Steps

1. Insert a pivot table.

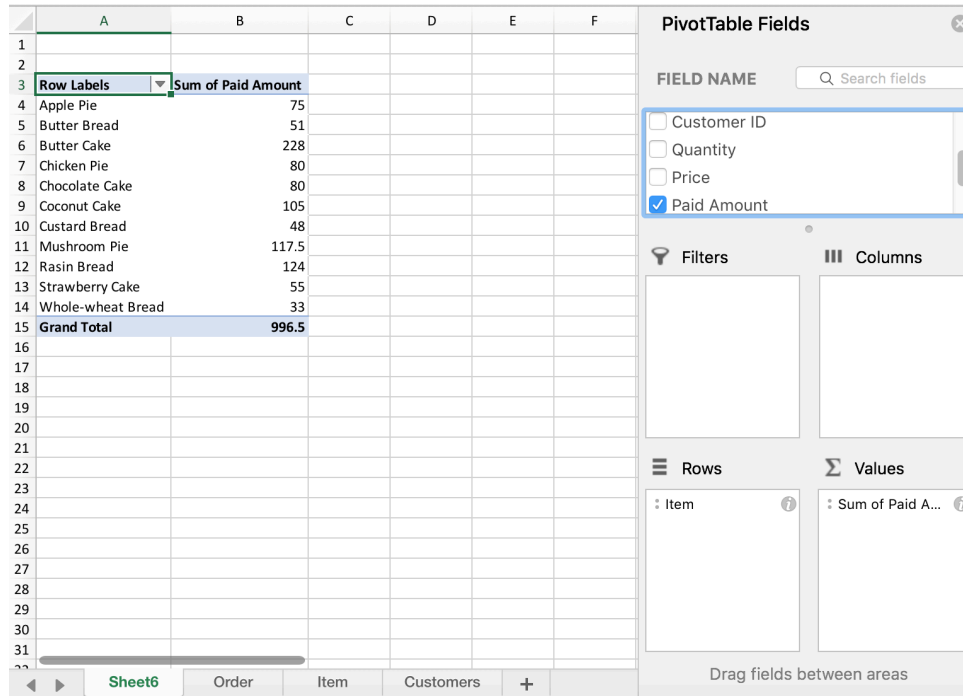


Select the current Worksheet
(if not automatically selected).
A pivot table should be placed
on a new Worksheet.



Steps

2. Drag “**Item**” field to the “**Row**” area, and “**Paid Amount**” field to “**Values**”.
3. Sort the data (*optional*).



The screenshot displays an Excel spreadsheet with a PivotTable and the PivotTable Fields task pane. The PivotTable is located in the range A3:F15. The PivotTable Fields task pane is open on the right side of the spreadsheet, showing the following configuration:

- FIELD NAME:** Search fields
- Customer ID:**
- Quantity:**
- Price:**
- Paid Amount:**
- Filters:** (Empty)
- Columns:** (Empty)
- Rows:** Item
- Values:** Sum of Paid A...

The PivotTable data is as follows:

Row Labels	Sum of Paid Amount
Apple Pie	75
Butter Bread	51
Butter Cake	228
Chicken Pie	80
Chocolate Cake	80
Coconut Cake	105
Custard Bread	48
Mushroom Pie	117.5
Rasin Bread	124
Strawberry Cake	55
Whole-wheat Bread	33
Grand Total	996.5



To set up a pivot table correctly, you must know what the table should look like in order to answer a particular question.

