

EXCEL 2007: PIVOT TABLES & PIVOT CHARTS

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Description: If you have lots of data in Excel and need to better understand or present the data, an Excel PivotTable may be the tool you need. With pivot tables, you can easily summarize vast amounts of data by date or other groupings, combine and compare data in a table, and rotate (pivot) the table's rows and columns to see different summaries in a flash. In this session, you'll learn how to:

- Create pivot tables using the PivotTable Wizard
- Modify a pivot table
- AutoFormat a pivot table
- Apply conditional formatting
- Create a pivot chart
- Change the summarization method for table data
- Modify pivot table field names
- Create separate pivot tables for each of the values in a column

You've heard of pivot tables – maybe you've even tried to create one, but needed help to be successful. When you leave this session, you will be able to create and use a pivot table to answer critical questions about your organization.

UNDERSTANDING PIVOT TABLE AND PIVOT CHART REPORTS

A pivot table report summarizes the columns of information in a database in relationship to each other. A pivot chart is the graphical representation of a pivot table. When you need to present thousands of rows of data in a meaningful fashion, you need a pivot table.

Tree Sales Summary					
Quantity	County [-]				
Type [-]	Genesee	Kalkaska	Lake	Oakland	Grand Total
Blue Spruce	12,500	13,500	73,500	22,500	122,000
Concolor Fir	20,000	10,000	12,000	13,500	55,500
Fraser Fir	6,500	7,500	14,500	15,000	43,500
Scotch Pine	41,000	-	-	11,000	52,000
White Pine	37,000	-	58,500	15,500	111,000
Grand Total	117,000	31,000	158,500	77,500	384,000

Figure 1: an Excel Pivot Table Report summarizing sales data.

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Beezix, Inc Staff



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Beginning PivotTables in Excel 2007 Debra Dalglish, 2007-12-01 Using a PivotTable in Microsoft Office Excel 2007 is a quick and exciting way to slice and dice a large amount of data This book explains what PivotTables are how you can benefit from using them how to create them and modify them and how to use their enhanced features It is for experienced Excel users who want to learn how to use Excel 2007 Pivot Tables for fast data analysis The author is an internationally recognized Excel authority Her web site on Excel contextures com has over 175 000 visitors a month **Excel 2007 PivotTables and PivotCharts** Paul McFedries, 2007-11-05 This in depth visual guide is tailored to help Microsoft Excel users take their skills to the next level allowing them to master PivotTables and PivotCharts **Brilliant Microsoft Excel 2007** Bill Jelen, Michael Alexander, 2008 Excel 2007 is one of the most powerful office and business productivity tools available However most users learn only a small percentage of the program s features This book will teach users to develop their skills so they can produce powerful spreadsheet solutions for all their business needs Brilliant Excel Formulas and Functions not only takes users through Excel s intermediate and advanced formula building features it also explains why these features are useful and shows how to use them in everyday situations Throughout the book there are no nonsense step by step tutorials and lots of practical examples aimed directly at business users *Excel 2007 PivotTables Recipes* Debra Dalglish, 2008-03-11 Debra Dalglish Microsoft Office Excel Most Valuable Professional since 2001 and an expert and trainer in Excel brings together a one stop resource for anyone curious about representing analyzing and using their data with PivotTables and PivotCharts You ll find this book inimitable when facing any new or difficult problem in PivotTables covering the entire breadth of situations you could ever encounter from planning and creating to formatting and extracting data to maximizing performance and troubleshooting The author presents tips and techniques in this collection of recipes that can t be found in Excel s Help section while carefully explaining the most confusing features of PivotTables to help you realize their powerful potential The chapters in this book have been organized into a collection of recipes to take you step by step from the problem you are experiencing to the solution you are aiming for Without fuss you ll find clear and precise information to help you assess your situation whether common or unique and solve your problem Working examples of complex PivotTables and numerous PivotTable programming examples will help you solve problems quickly without the need to digest heavy content *Excel 2007 Dashboards and Reports For Dummies* Michael Alexander, 2011-03-16 What s the use of putting out reports that no one reads Properly created dashboards are graphical representations that put data in a context for your audience and they look really cool How cool You ll find out when you see the dazzling examples in Excel 2007 Dashboards Reports For Dummies And before long everyone s eyes will be riveted to your dashboards and reports too This revolutionary guide shows you how to turn Excel into your own personal Business Intelligence tool You ll learn the fundamentals of using Excel 2007 to go beyond simple tables to creating dashboard studded reports that wow management Get ready to catch dashboard fever as you find

out how to use basic analysis techniques build advanced dashboard components implement advanced reporting techniques and import external data into your Excel reports Discover how to Unleash the power of Excel as a business intelligence tool Create dashboards that communicate and get noticed Think about your data in a new way Present data more effectively and increase the value of your reports Create dynamic labels that support visualization Represent time and seasonal trending Group and bucket data Display and measure values versus goals Implement macro charged reporting Using Excel 2007 as a BI tool is the most cost efficient way for organizations of any size create powerful and insightful reports and distribute throughout the enterprise And Excel 2007 Dashboards and Reports for Dummies is the fastest you for you to catch dashboard fever Excel 2013 Pivot Tables Tim Hill,2012-10-11 The jargon associated with Microsoft Excel s pivot tables n

dimensional cross tabulations makes them look complex but they re really no more than an easy way to build concise flexible summaries of long lists of raw values If you re working with hundreds or hundreds of thousands of rows then pivot tables are the best way to look at the same information in different ways summarize data on the fly and spot trends and relationships This handy guide teaches you how to use Excel s most powerful feature to crunch large amounts of data without having to write new formulas copy and paste cells or reorganize rows and columns You can download the sample workbook to follow along with the author s examples Create pivot tables from worksheet databases Rearrange pivot tables by dragging swapping and nesting fields Customize pivot tables with styles layouts totals and subtotals Combine numbers dates times or text values into custom groups Calculate common statistics or create custom formulas Filter data that you don t want to see Create and customize pivot charts Unlink a pivot table from its source data Control references to pivot table cells Plenty of tips tricks and timesavers Fully cross referenced linked and searchable Contents 1 Pivot Table Basics 2 Nesting Fields 3 Grouping Items 4 Calculations and Custom Formulas 5 Filtering Data 6 Charting Pivot Tables 7 Tricks with Pivot Tables **The Unofficial**

Guide to Microsoft Office Excel 2007 Julia Kelly,Curt Simmons,2007-02-05 This title helps readers get the most from Excel 2007 s update with insider guidance and valuable tips It is ideal for Excel users looking for smart tips cool insider secrets and interesting hacks to make the most of Microsoft Excel 2007 It includes handy checklists and charts to get readers started in Excel right away It shows readers the best way to enter format and organize data use PivotTables and PivotCharts to summarize data dynamically work with charts to illustrate data points and learn how to automate common and repetitive tasks by writing macros with VBA *Excel 2007 on Your Side* E. N. I. Publishing,ENI Publishing, France,2008-01-07 This practical guide teaches you how to get the most out of Microsoft Excel 2007 After a description of the new environment which has been improved from the previous versions and learning how to manage files templates and datasheets you will quickly become familiar with entering and editing data numbers dates calculation formulas data series You will then learn how to use the tools for formatting data fonts colours borders AutoFormats styles etc create outlines use worksheet auditing and print your tables replete with various graphics and charts The guide also explains the different ways you can use Excel to

create tables and pivot charts by using datasheets As a portion of this guide focuses on working with multiple users it includes all you need to know about sharing and protecting your data The latter chapters discuss techniques for improving data entry creating custom data series or drop down lists and how to insert hyperlinks import and export data use macro commands and create Web pages

Excel 2007 PivotTables and PivotCharts Peter G. Aitken,2007-04-16 Devoted entirely to PivotTables and PivotCharts this book shows you how to take full advantage of these powerful tools which enable you to pull meaningful information from masses of seemingly meaningless data Loaded with illustrations and real world examples it takes you step by step through creating a PivotTable formatting filtering and grouping data creating PivotCharts from those data and more You ll learn to work with multidimensional data how to create and manipulate PivotTables using VBA and most importantly you ll discover what these tools can do for you

Special Edition Using Microsoft Office Excel 2007 Bill Jelen,2002-12-05 THE ONLY EXCEL BOOK YOU NEED We crafted this book to grow with you providing the reference material you need as you move toward Excel proficiency and use of more advanced features If you buy only one book on Excel Special Edition Using Microsoft Office Excel 2007 is the book you need Does your life play out in a spreadsheet Do numbers in columns and rows make or break you in the work world Tired of having numbers kicked in your face by other Excel power users who make your modest spreadsheets look paltry compared to their fancy charts and pivot tables If you answered yes to any of these questions Special Edition Using Microsoft Office Excel 2007 is the bookthat will make it all better Learn quickly and efficientlyfrom a true Excel master using the tried and true SpecialEdition Using formula for success Here you ll findinformation that s undocumented elsewhere even inMicrosoft s own Help systems You ll learn from finelycrafted real life examples built by an author who livesand dies by the integrity of his spreadsheets Excel s backbone is its formulas and functions Master those and you will master your spreadsheets Special Edition Using Microsoft Office Excel 2007 provides more down and dirty help with your formulas and functions than you ll find in any other book See how it s done in real life Don t settle for lame pivot table and chart examples found in other books This book provides beautifully detailed examples that not only show you how it should be done but how to be the local worksheet hero

Microsoft Office Excel 2007 Data Analysis Denise Etheridge,2011-06-17 Welcome to the only guidebook series that takes a visual approach to professional level computer topics Open the book and you ll discover step by step screen shots that demonstrate over 110 Excel data analysis techniques including Identifying trends in your data Sorting filtering and identifying lists Creating editing and checking formulas Calculating interest rates and depreciation Performing simple sorts and filters Hiding rows or columns in a PivotTable Adding and removing chart data Querying an Access database Assigning digital signatures Solving a formula with a data table I was stuck on an Excel problem for two days Finally I opened one of your books and there was a macro to accomplish exactly what I needed You made me look good to the boss Rob L Meerscheidt The Woodlands TX High resolution screen shots demonstrate each task Succinct explanations walk you through step by step Two page lessons break

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Excel 2007 Miracles Made Easy Bill Jelen,2006-12-01 In this addendum to Learn Excel from Mr Excel the amazing new features offered in Excel 2007 are introduced Revealing the features that make this new version the best new release of Excel since 1997 this guide provides the necessary information to teach users to quickly unleash the powerful new features in Excel 2007 create incredible looking charts customize color themes to match their corporate logo utilize data visualization tools and learn Pivot Table improvements **Microsoft Excel 2007Charts and Lists Quick Reference Guide** Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for Charts graphs and Table features of Microsoft Office Excel 2007 This card is suitable as an accompaniment for Intermediate level Excel training The following topics are covered Excel Charts Inserting a Chart Resizing and Moving Chart Objects Changing Chart Type Charting Non Adjacent Data Adjusting Scale Two Scaled Charts Adding Removing and Formatting Legend Gridlines Data Series Explanatory Text Callouts Arrows and Circles Data Labels Adding a Projection or Trendline to a Data Series Setting the Default Chart Creating the Default Chart with one Keystroke Creating Chart Templates Applying Custom Chart Types Changing Chart Location Chart Object vs Chart Sheet Excel Tables Creating an Excel Table Excel Table vs Normal Range Changing the Table Area Adding New Rows or Columns to the Table Toggle Total Row Table Selection Shortcuts Sorting a List Multi Level Sorting Custom Sort Orders Subtotals Filtering a Table AutoFilter Advanced Filters Creating Pivot Tables Rearranging PivotTables Adding Removing PivotTable Fields Show Hide the PivotTable Field List Refreshing a PivotTable Creating a PivotChart Changing the Summary Function Filtering in a PivotTable Sorting in a PivotTable Grouping by Dates or Time This guide is suitable as a training handout or simply an easy to use reference guide for any type of user John Walkenbach's Favorite Excel 2007 Tips and Tricks John Walkenbach,2011-06-24 John Walkenbach comments on the new Excel I ve been using Excel for over 15 years and Excel 2007 is by far the most significant upgrade ever For starters we ve got a new user interface new open file formats a larger worksheet grid better use of memory and CPUs new functions and

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Table of Contents Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts

1. Understanding the eBook Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - The Rise of Digital Reading Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Advantages of eBooks Over Traditional Books
2. Identifying Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - User-Friendly Interface
4. Exploring eBook Recommendations from Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Personalized Recommendations
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts User Reviews and Ratings
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts and Bestseller Lists

5. Accessing Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts Free and Paid eBooks
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts Public Domain eBooks
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts eBook Subscription Services
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts Budget-Friendly Options
6. Navigating Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts eBook Formats
 - ePub, PDF, MOBI, and More
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts Compatibility with Devices
 - Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Highlighting and Note-Taking Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Interactive Elements Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
8. Staying Engaged with Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
9. Balancing eBooks and Physical Books Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Setting Reading Goals Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Fact-Checking eBook Content of Officefest 2007 Microsoft Excel 2007 Pivot Tables And Pivot Charts
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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