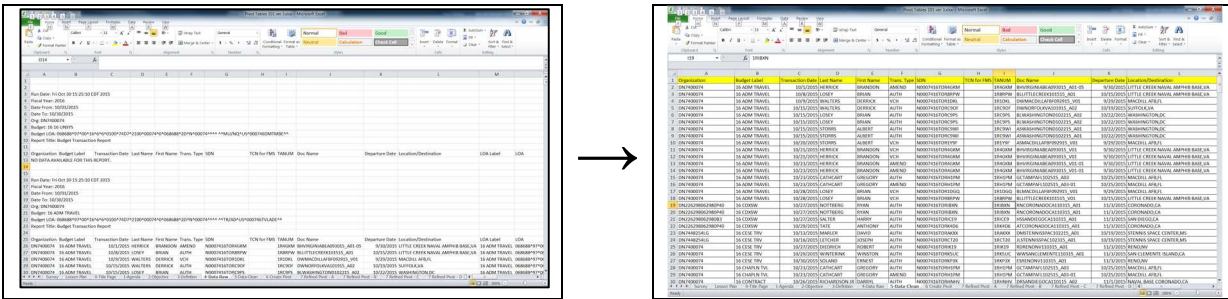


# Pivot Tables 101: Introduction to Pivot Tables

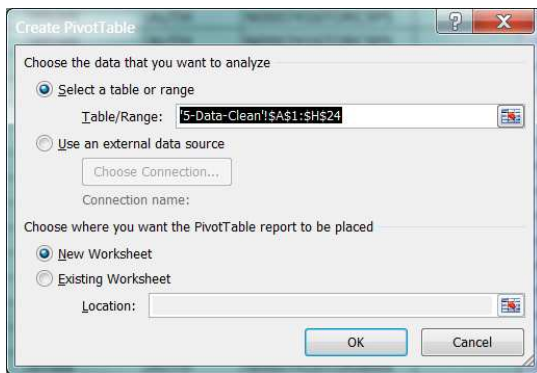
A pivot table is a program tool that allows you to reorganize and summarize selected columns and rows of data in a spreadsheet or database table to obtain a desired report. It doesn't actually change the spreadsheet or database itself.

## Steps to Better Pivot Tables:

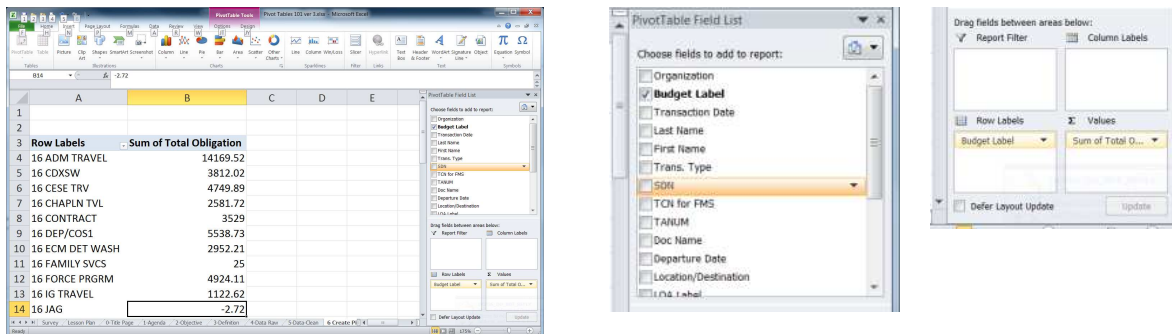
1. Organize your data. Best practice is to use unique headers, have no blank rows, etc.



2. Select your data by highlighting the range; Insert Pivot Table; New Worksheet.



3. Use the Pivot Table Field List to select fields and pivot table areas they should appear.



4. Validate that the table accurately shows the data. For example, totals make sense, totals accurate.

16 N85	10327
16 N86	3848.36
16 OCM DET WASH	6763.93
16 PAO	2014.99
16 POLAD1	5538.73
16 RANGE	6624.81
16 WARRIORREHAB	1319.16
<b>Grand Total</b>	<b>318296.8</b>

5. Are the correct fields displayed? Add or move fields to the pivot table areas where necessary. Format the fields by clicking on the field name in the values section and select the appropriate option. For example, number format with 2 decimal places.

Row Labels	Sum of Per Diem	Sum of Transportation	Sum of Other	Sum of Total Obligation
<b>Center</b>				
16 JTWS				
AUTH	5,772.00	1,154.40	1,453.72	8,380.12
VCH	0.00	0.00	0.00	0.00
<b>16 JTWS Total</b>	<b>5,772.00</b>	<b>1,154.40</b>	<b>1,453.72</b>	<b>8,380.12</b>
<b>Center Total</b>				
<b>5,772.00</b>	<b>1,154.40</b>	<b>1,453.72</b>	<b>8,380.12</b>	
<b>Group 1</b>				
16 CESE TRV				
AUTH	2,246.00	0.00	0.00	2,246.00
<b>16 CESE TRV Total</b>	<b>2,246.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,246.00</b>
16 NSX TRVL				
AUTH	0.00	0.00	0.00	0.00
<b>16 NSX TRVL Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Group 1 Total</b>	<b>2,246.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,246.00</b>
<b>Headquarters</b>				
16 ADM TRAVEL				
AMEND	161.03	486.38	330.16	977.57
AUTH	7,914.00	4,071.20	1,123.20	13,108.40
VCH	44.50	0.00	39.05	83.55
<b>16 ADM TRAVEL Total</b>	<b>8,119.53</b>	<b>4,557.58</b>	<b>1,492.41</b>	<b>14,169.52</b>

6. Select a style on the PivotTable Tools/Design ribbon.



7. Perform your analysis. Take time to understand what your table displays. Be able to explain anomalies and variances. Remember who your audience is.

8. Publish your table.

9. Rest. Repeat.