



Module 27 : Pivot Tables

27.1 Pivot Tables

Pivot tables are a way for you to analyse your data quickly and to help you make better decisions.

First, make sure the table with the data you want to analyse has headings, and avoid blank rows.

Click any cell in the table. Then, click Insert and then on Pivot Tables or Recommended Pivot Tables. A dialogue box will open with different options regarding how to present the analysed data. Then click OK.

You can organise the data the way you want by adding and removing items and also filtering and sorting the pivot table. To filter the data, like wanting to focus on a smaller portion of the data, you can use the Filters area in the PivotTable Fields. Just drag a filter down into the Filters area and a drop-down filter list will appear in your pivot table.

Alternatively, you can use “slicers” which have buttons that you can click to filter the data in the way you want. You click on your pivot table and then click on the PivotTable Analyze menu. Then, find the Filter group and click “Insert Slicer”. Finally, click OK. In each slicer you can select the items to show in the pivot table by selecting them.

To sort data in the Pivot Table, click in a cell in the row or column you want to sort. Click on the arrow button (in the header cell of the data you want to sort), then click the sort option in the drop-down menu.

27.2 Video Instruction

Pivot Tables in Excel - 3m40s

27.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise Pivot Tables in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

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