

Lecture 18 – Excel: Pivot Table Grouping

1. Open T:\Teach\Classes\FOR112\Data_Samples.xls
 - a. Be sure each data column (field) has a column header/name!
 - b. Select a cell in the data range (Excel will search around the selected cell for all the data)
 - c. On the Insert tab, click **Pivot Table**
 - d. Confirm that the data selected by Excel is what you want to use

2. How do you want the data reported?
 - a. By what field. Determine that field and drag it to the “Row Labels” area in the Pivot Table Field List pane.
 - b. The field you choose and drag to the row area will generate a row for every unique value found in that field.

3. What do you want to know for each row value?
 - a. Drag the field that you want to summarize to the “Values” area in the Field List pane.
 - b. Next, you’ll choose a summary statistic for that field by clicking the dropdown for the field in the Values section
 - c. Click Value Field Settings
 - d. Then, choose the way you want to summarize the data (we want Count in our case)

4. Another Example...
 - a. Open T:\Teach\Classes\FOR112\Survey_Data.xls
 - b. Create a Histogram for the ages in 5 year groupings