

Power of Pivot Tables Plus Microsoft Tips

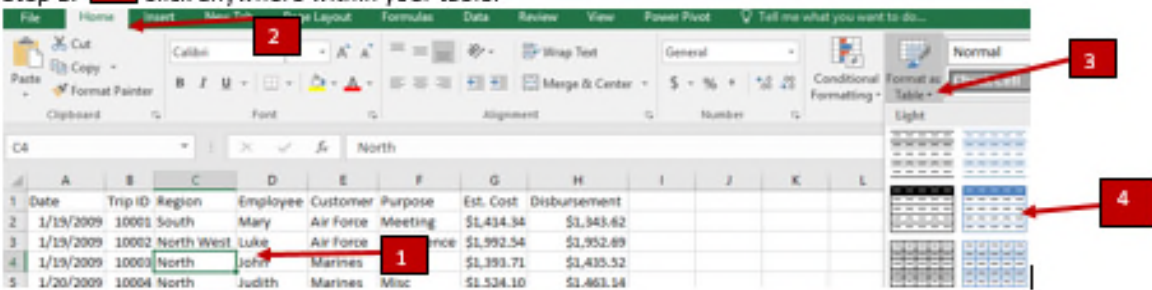
Important tips for table, before creating Pivot Table

1. The first row needs to contain column names.
2. The second and following rows contain data to be processed.
3. There cannot be any blank rows or columns within the dataset.

Important tip: Always "Format as Table" before creating Pivot Table. This will allow you to add columns and rows at any time to your table and it will update by clicking "Refresh."


Now, we are ready to create a Pivot Table. It takes just eight clicks to create a Pivot Table.

Step 1: 1 Click anywhere within your table.

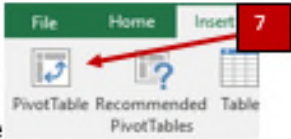


2 Click Home tab -> 3 click Format as Table -> 4 click any template -> 5 click OK

Step 2: 6 Click Insert tab



Step 3: 7 Click Pivot Table



Step 4: 8 Click "OK" button

