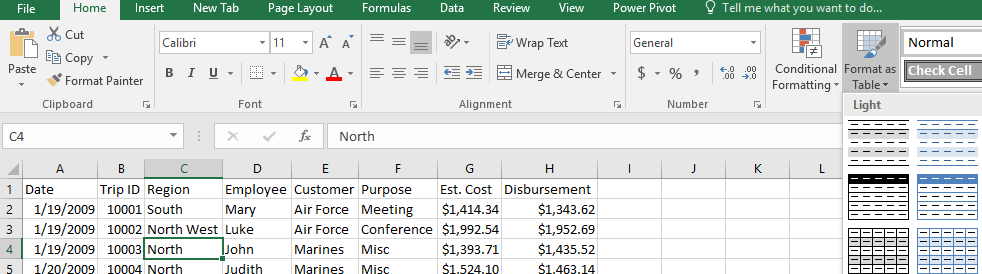
Important tips of table, before creating Pivot Table.

1. The first rows needs to contain column names.
2. The second and following rows contain the 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, were ready to create a Pivot Table. It takes just eight clicks to create Pivot Table.

1

Step 1: Click anywhere within your table. 

3

2

5

4

3

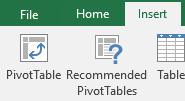
2

4

1

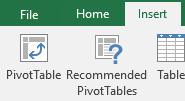
Click Home tab -> click Format as Table -> click any template -> Click OK

6

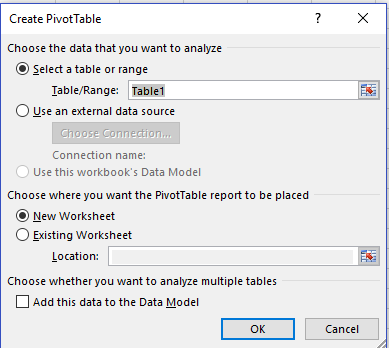
Step 2: Click Insert tab 

6

7

Step 3: Click Pivot Table

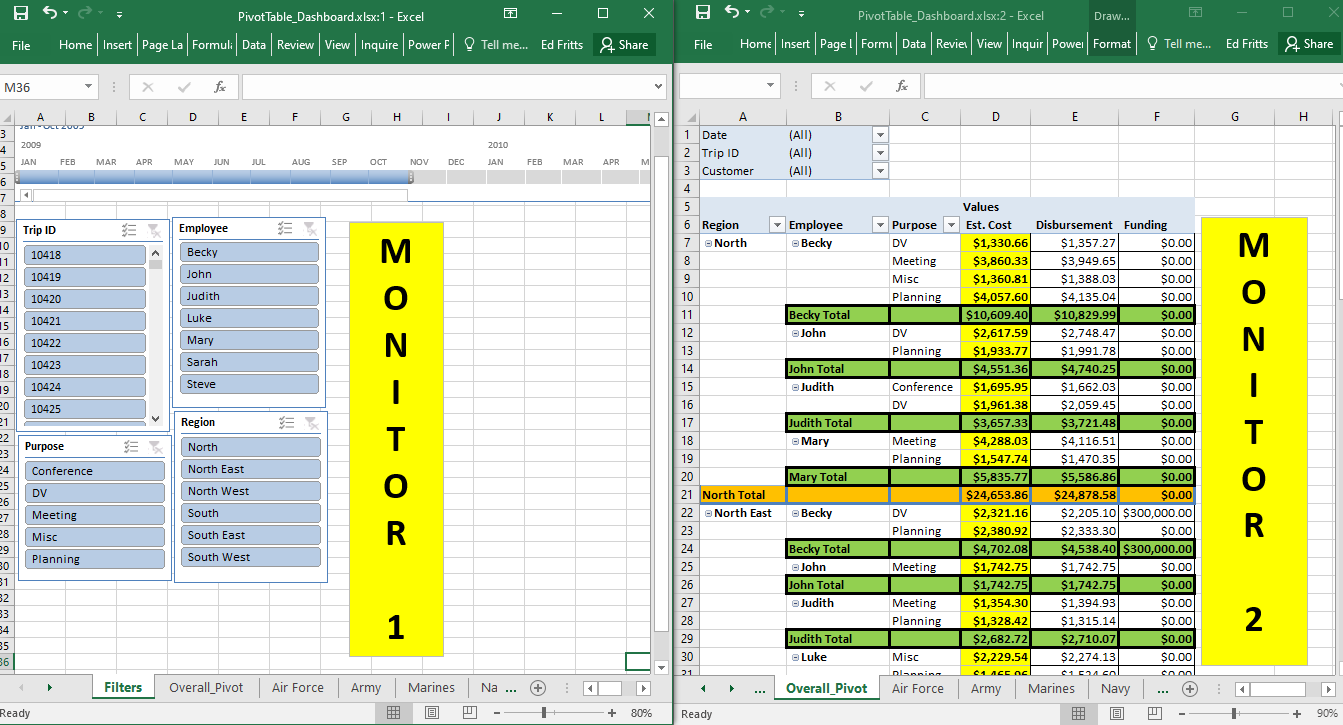
7

Step 4: Click “OK” button

8

8

Now it’s time to create a Dashboard from a Pivot Table. This works great if you have 2 or more monitors. Below is an example of how you’re Dashboard with your Slicers and Timeline on one monitor controlling all your Pivots and graphs on the other monitor? We’ll teach you how to custom color both subtotal rows and columns, plus other goodies. We’ll walk you through each step below with Videos.



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| # | Topic | |  | | --- | | Video | | |  | | --- | | Video Length | |
| 1 | Intro Pivot Enhancements | 1 | 4:23 |
| 2 | Format Data & Creating Pivot Table | 2 | 3:27 |
| 3 | Adding Fields Names | 3 | 4:07 |
| 4 | Creating Customize Design SubTotals | 4 | 4:21 |
| 5 | Creating Customize Design & Value Columns | 5 | 3:21 |
| 6 | Creating Slicers Timeline | 6 | 5:21 |
| 7 | Generate Reports | 7 | 2:07 |
| 8 | Slicers Multiple Views | 8 | 6:45 |