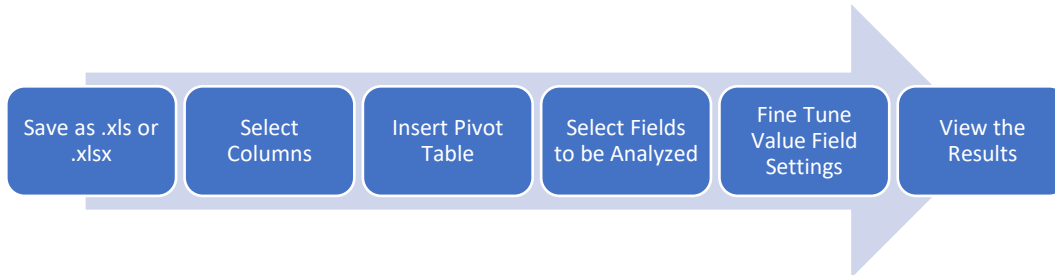




This document describes using a Pivot Table to analyze data within **Excel®** spreadsheets. Examples from Human Resources are used where timesheets are entered and a total of hours per pay code is needed for each spreadsheet. The instructions are applicable to all sorts of data produced from **AUC** modules.

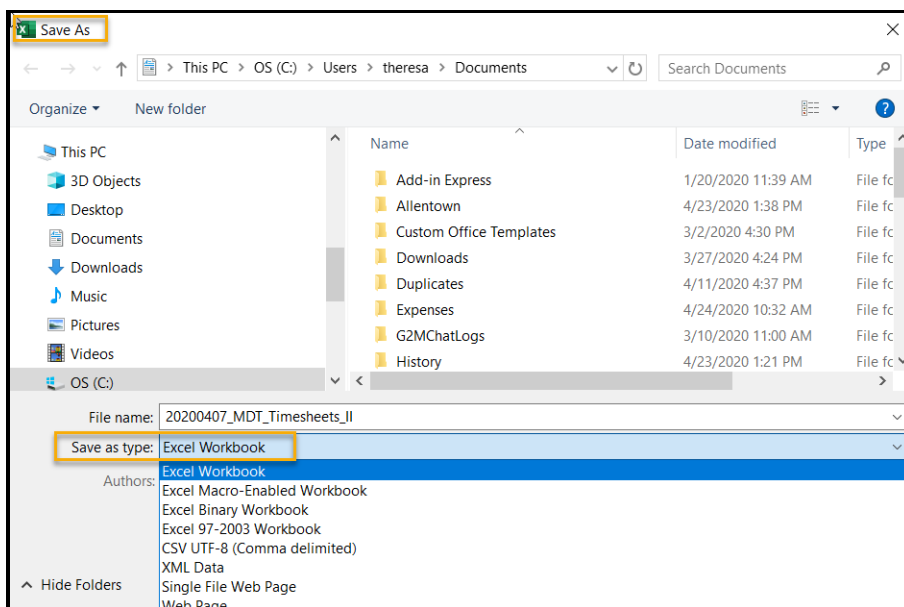


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1. Save The Spreadsheet as .Xls or .Xlsx Type

ADMINS produces spreadsheets that often have an .xml extension. If the file extension is not .xls or .xlsx, save the spreadsheet as an **Excel®** workbook.





2. Select the Cell Columns to Create a Pivot Table From

Note: The data should not have any empty columns. It must have only a **single row heading**.

	A	B	C	D	E	F	G
1	Period Ending	Timesheet Group	Employee Number	Name	Day	Pay Code	Hours
2	3/23/2020	0010-01	1369		Monday	S	4
3					Tuesday	S	8
4					Wednesday		
5					Thursday		
6					Friday		
7					Saturday		
8					Sunday		
9							
10		0010-01	3305		Monday		
11					Tuesday		
12					Wednesday	V	4
13					Thursday	V	8
14					Friday		
15					Saturday		
16					Sunday		
17							
18		0010-01	4077	Moore, LuAnn	Monday		
19					Tuesday		
20					Wednesday	V	4
21					Thursday	V	8
22					Friday		
23					Saturday		
24					Sunday		
25							
26		0010-01	5521		Monday		
27					Tuesday		
28					Wednesday	V	4
29					Thursday	V	8

3. Select Insert Pivot Table from The Menu

The screenshot shows the Excel ribbon with the 'Insert' tab selected. The 'PivotTable' icon is highlighted with a red circle and a red arrow. A tooltip is displayed over the icon, providing information about PivotTables and a link to learn more.

1. Select Insert from the menu
2. Click on Pivot Table to activate the Pivot Table Dialog box



4. Create PivotTable Dialog Box is Displayed

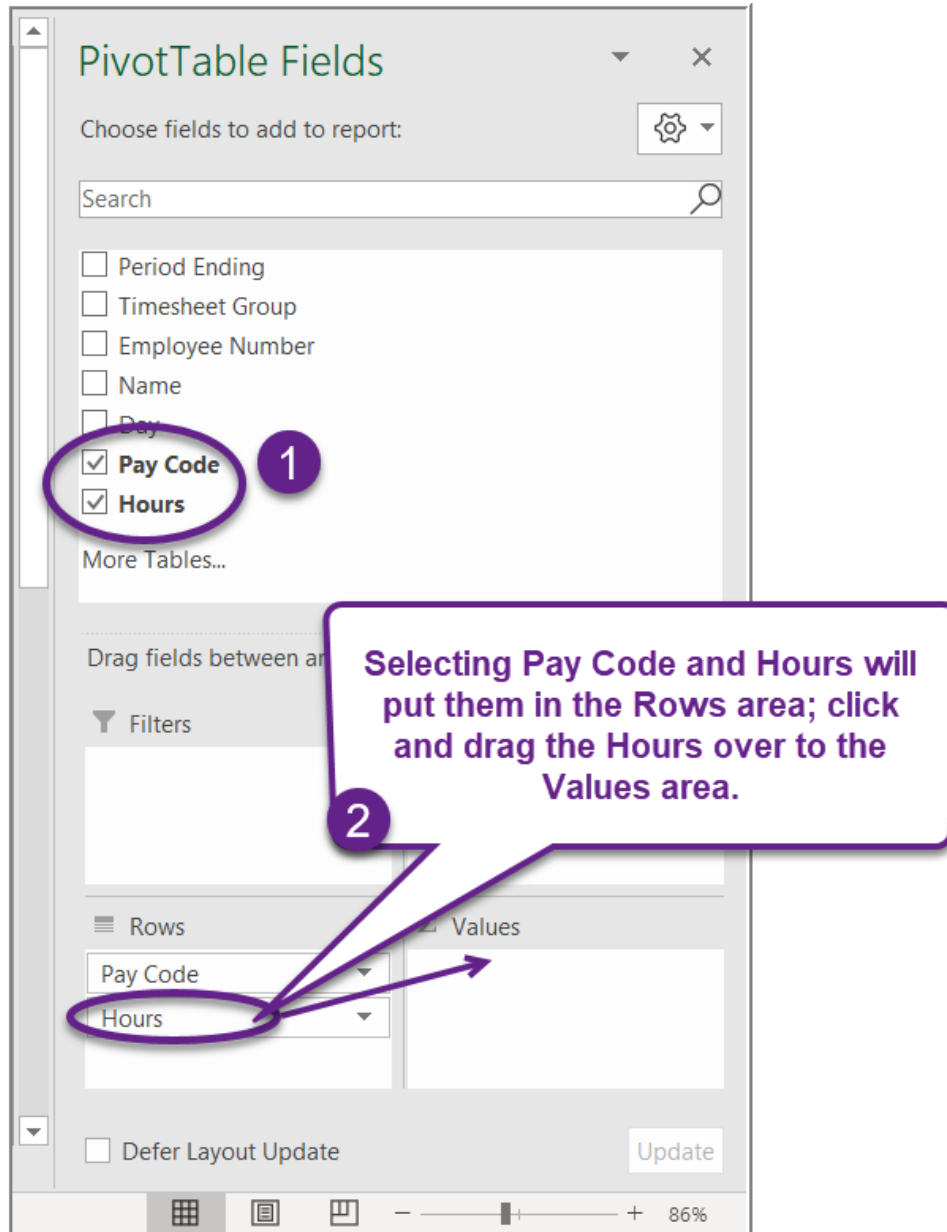
1. The selected columns will be the default selection. Verify the cell range is correct.

2. Select the location for the pivot table. Any blank cell may be used.
3. Click on **[OK]** to display the Pivot Table Options.



5. Select Fields for the Pivot Table

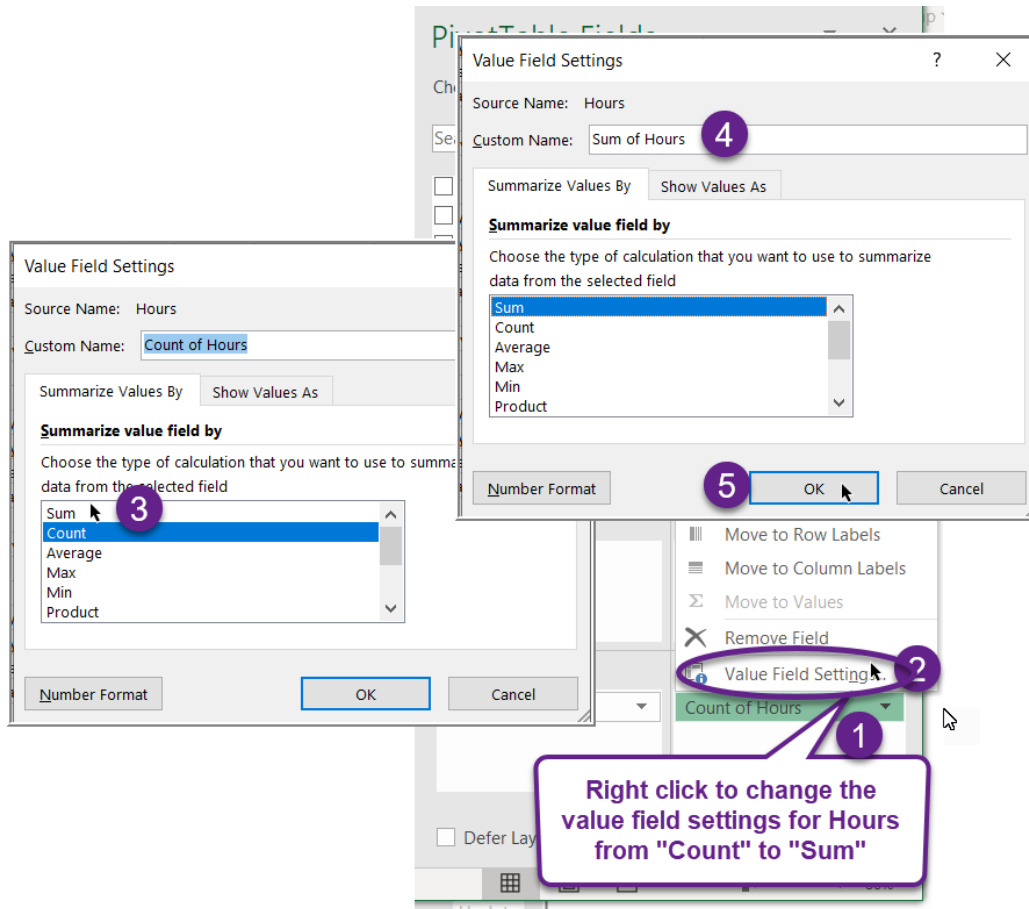
1. Select the field name checkbox in the PivotTables Fields pane.



2. Drag the "Hours" data field from the Rows area to the Values area



6. Change From “Count of Hours” To “Sum of Hours”



1. Select the **Count of Hours** field and click on the tiny down arrow ▼
2. **Right Click** to change the Value Field Settings (the default is “Count”)
3. Select **Sum**
4. The custom name is shown as “**Sum of Hours**”
5. Click on **[OK]**



7. View the Results

Row Labels	Sum of Hours
	0
S	12
V	84
(blank)	
Grand Total	96

Callout 1: All the Pay codes are shown with the sum of the hours for each and a grand total

Callout 2: Close the Pivot Table Fields Selection

This works with all sorts of data – if there were dozens of pay codes, a sum of hours value would be shown for each code.

8. Pivot Tables Are Not Dynamic



If the data is changed in the spreadsheet, delete the existing **PivotTable**, and recreate it.