

**One Dimensional PivotTable** (Worksheet: BankCustomerArrivals.xlsx)

One-dimensional PivotTable is very useful for obtaining subtotals. To create one dimensional PivotTable, drag and drop Categorical variable into **Row Labels**. Next, Drag and Drop Numerical Variable into **Values**.

For example you have customers' arrival data and you want to know day wise arrivals. To know this, on Menu bar click **Insert** tab and then click **PivotTable** button. **Create PivotTable** dialogue box appears on the screen. Make sure that the data is correctly selected and click **OK**, a skeleton PivotTable appears on screen.

Now drag "**Day**" to Row Labels, and "**Branch1**" to Values. The PivotTable is now automatically filled in with the data. You can see day wise arrivals.

Similarly, you can drag and drop Branch2, and Branch3 to **Values** to know customer arrival pattern of those two branches.

## One Dimensional PivotTable (Worksheet: BankCustomerArrivals.xlsx) Step - by - Step Method

One-dimensional pivot table is very useful for obtaining subtotals. Steps to create one dimensional PivotTable are

**Step 1:** Place cursor anywhere in the Data Table / Range

**Step 2:** Click **Insert** tab on Menu bar

**Step 3:** Click **PivotTable** button appears on left side of Insert ribbon (Create PivotTable dialogue box appears on the screen)

**Step 4:** Check whether the data / table range is correctly selected, and Choose where the PivotTable report to be placed (New Worksheet or Existing Worksheet)

**Step 5:** Click **OK** (Skeleton PivotTable is displayed on screen)

The screenshot shows the Excel interface with the 'Create PivotTable' dialog box open. The dialog box has the following settings:

- Choose the data that you want to analyze:**
  - Select a table or range
  - Table/Range: Data!\$A\$1:\$F\$431
  - Use an external data source
  - Connection name:
- Choose where you want the PivotTable report to be placed:**
  - New Worksheet
  - Existing Worksheet
  - Location:
- Buttons:** OK (highlighted), Cancel

The background data table is as follows:

Day	Hour	Main	Branch1	Branch2	Branch3
Mon	9 to 10				
Mon	10 to 11				
Mon	11 to noon				
Mon	noon to 1				
Mon	1 to 2				
Mon	2 to 3				
Mon	3 to 4				
Mon	4 to 5				
Tue	9 to 10				
Tue	10 to 11				
Tue	11 to noon				
Tue	noon to 1				
Tue	1 to 2				
Tue	2 to 3				
Tue	3 to 4	20	15	17	11
Tue	4 to 5	69	25	37	23
Wed	9 to 10	31	13	19	15
Wed	10 to 11	22	10	13	15
Wed	11 to noon	71	20	30	27
Wed	noon to 1	70	35	36	29
Wed	1 to 2	36	26	26	24
Wed	2 to 3	27	15	17	23
Wed	3 to 4	19	11	10	14
Wed	4 to 5	77	26	33	29

**Step 6:** Drag and drop the categorical variable (**Day**) into Drop Row Fields Here / drag to **Row Labels** box

**Step 7:** Drag and drop the numerical variable (**Branch1**) into Drop Data Items Here / drag to **Values** box

The screenshot shows the PivotTable Field List task pane with the following configuration:

- Choose fields to add to report:**
  - Day
  - Hour
  - Main
  - Branch1
  - Branch2
  - Branch3
- Drag fields between areas below:**
  - Report Filter:** (Empty)
  - Column Labels:** (Empty)
  - Row Labels:** Day
  - Values:** Sum of Branch1

The PivotTable data is as follows:

Row Labels	Sum of Branch1
Mon	1808
Tue	1815
Wed	1763
Thu	1762
Fri	3203
Sat	1416
<b>Grand Total</b>	<b>11767</b>

Callout 1: Categorical Variable (Day) dragged to Row Labels

Callout 2: Numerical Variable (Branch1) dragged to Values

The PivotTable is now automatically filled in with the data.

You can Sort the data in PivotTable in Ascending / Descending order. To get different summary reports like average, min, max, etc, explore **Value Field Settings**.