

Changing Summary Statistics using Field Settings (Worksheet: RetailStoreProducts.xlsx)

Often you may want to calculate descriptive statistics (like count, max, min, sum, average, variance, standard deviation) for your numeric values to get more insights of the data. For numeric values like Sales, Salary, Stock Price etc, by default PivotTable calculates **Sum** value. You can change **Sum** value to any other descriptive value without much difficult. All you need to do is explore **Value Field Settings** and **Summarize By** options.

Example: Create PivotTable using **RetailStoreProducts.xlsx** workbook, drag **Category** to **Row Labels** and **Sales** to **Values**. Drag **Sales** to Values for one more time.

Now to change the summary statistics of value field, click the Field Name (i.e. **Sales**) in Value box, and click the list arrow (down arrow), from popup options click **Value Field Settings**, **Value Field Settings** dialogue box appears on the screen. In **Summarize By** section you can see **Sum** is selected by default. You change this to **Average**, and in Custom Name box you can see a new name “**Average of Sales**” for this field. Click **OK**. PivotTable with Sum and Average of Sales is created.

Note: You can add the same data series into **Values** box for more than once if you need to - for example to show **Sum**, **Average**, **Maximum** and **Minimum** values you need to drag and drop **Value Field** into **Values** box for **four times** and chose different descriptive statistics for each value.