

## Standard Rules for Organizing Source Data

In this lecture I explain you the standard rules for organizing source data for PivotTable preparation.

The first thing that you need to do is, check whether the source data is organized in a tabular format or not. See that the source data should be in tabular format.

Second, avoid any empty columns or rows in your source data table. Empty columns and rows prevent Excel from identifying and selecting total data set.

Third, the first row of the table should contain column headings in text.

Next, each column heading should be in one cell. Avoid cell merges.

Then, verify that the data in each column is consistent, which mean, text columns should contain text data, date columns should contain date values, and number columns should contain numeric values in all the rows.

Finally, remove any pre-calculated totals / sub totals in source data.