

### **Creating PivotTable (Worksheet: Employees.xlsx)**

Creating PivotTable in Excel is a simple task. All you need is few clicks, drags and drops. To create PivotTable Report first open an Excel Data Sheet in which data is organized in tabular format.

Next place cursor on one of the records within the data set. Then, on Menu bar click **Insert** tab and look for **PivotTable** button, it's here on the left corner.

Click the **PivotTable** button. **Create PivotTable** dialogue box appears on the screen. Make sure that the data is correctly selected (you can see the marching ants around data table).

Next, you should choose where you want the PivotTable report to be placed (either in New Worksheet or Existing Worksheet), default is **New Worksheet**.

If you wish, you can change it to existing worksheet and select location where you want the PivotTable report to be placed. Now click <OK>

A Skelton PivotTable is drawn as a separate worksheet

**The PivotTable skeleton is comprised of three areas.**

Actual **PivotTable** (here is where all analyses are presented)

**PivotTable Field List** (it lists all columns headings)

And **PivotTable Layout** Areas (Row Labels, Column Labels, Values, and Report Filter)

From Employees.xlsx worksheet, you just Drag and drop **Department** field into Row Labels. You can see different departments are listed in different rows. Drag and drop **Gender** field into Column Labels. Female (F) and Male (M) are shown in two different columns. Finally, drag and drop Salary (numeric value) into Values.

**Your PivotTable is ready.**