

Calculate Multiple Descriptives, Layout Design, and Print report in Separate Pages in one go. (Second Example) (Workbook: SalaryOffersRevised.xlsx)

You have data pertaining to Academicians who holds different levels of education (i.e. Qualification) and works for different types of Universities in multiple locations. On this data set (SalaryOffersRevised workbook) you are interested to find out summary statistics of Salary offers by University Type and Location according to the Qualification (Schl_deg).

Using this data set you want to create reports on separate pages for each Qualification. You want that the report should contain Qualification, University Type, and Location wise total salary amount, and descriptives like Count, Sum, Average, Maximum and Minimum Salaries. For this you need to use Field Settings, Subtotals & Filters, and Layout & Print options.

Place cursor anywhere in SalaryOffersRevised worksheet, click Insert tab and then click PivotTable button. Create PivotTable dialogue box is displayed. Check that the data is correctly selected and choose New Worksheet to place PivotTable report and click OK.

Drag Schl_deg to Row Labels, Pub_Prvt to Row Labels, Location to Column Labels and Salary to Values. PivotTable displays Qualification wise break of Salary.

To get multiple descriptives click the list arrow on Schl_deg field in Row Labels. From the popup menu click Field Settings. Field Settings dialogue box is displayed. In subtotals Automatic is selected by default. You need to click on **Custom**, and Select Sum, Count, Average, Max, Min. It automatically accepts multiple selections.

Next click on Layout & Print tab, In Layout options click on Show item labels in tabular form, click on Insert blank line after each item label. Then move to Print option and select Insert page break after each item. Finally click OK.

Observe the PivotTable report. Descriptive statistics are added at the end of each Qualification. Click Design tab and apply appropriate design. At the end, click Office button, from the drop down menu hover cursor on and select Print Preview. You can see, each Qualification wise data is printed in separate pages.