

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

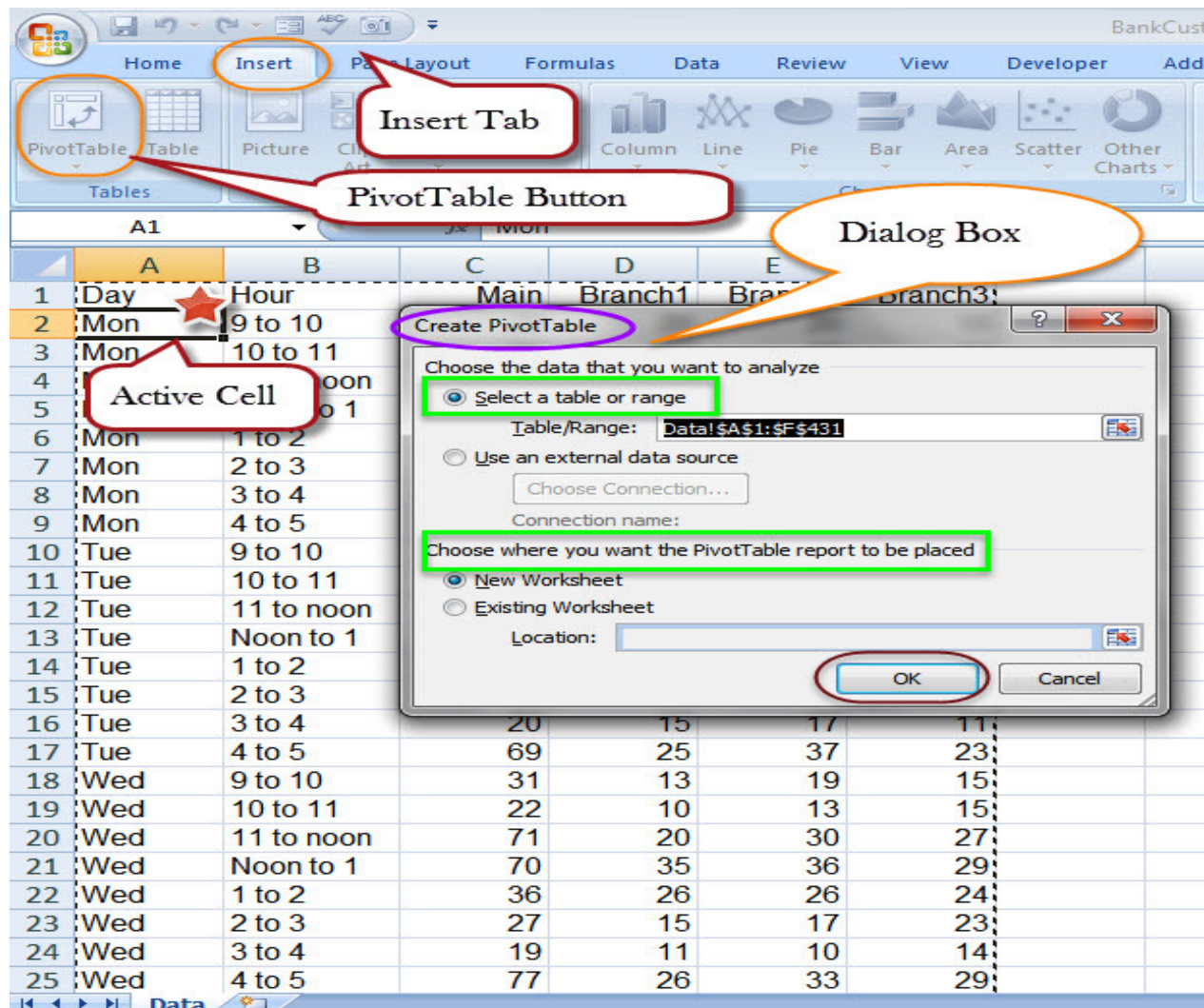
Step 1: Place cursor anywhere in the Data Table / Range

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)



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 Microsoft Excel interface with a PivotTable named 'PivotTable2' on 'Sheet2'. The PivotTable is located in the range A3:K10. The Row Labels are 'Day' and the Values are 'Sum of Branch1'. The PivotTable Field List task pane is open on the right, showing the fields 'Day', 'Branch1', 'Branch2', and 'Branch3'. The 'Day' field is dragged to the Row Labels box, and the 'Branch1' field is dragged to the Values box. A callout bubble points to the 'Day' field in the Row Labels box, stating 'Categorical Variable (Day) dragged to Row Labels'. Another callout bubble points to the 'Branch1' field in the Values box, stating 'Numerical Variable (Branch1) dragged to Values'. A third callout bubble points to the PivotTable itself, stating 'PivotTable'.

Day	Sum of Branch1
Mon	1808
Tue	1815
Wed	1763
Thu	1762
Fri	3203
Sat	1416
Grand Total	11767

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**.