Introduction to PivotTable Report (Worksheet: GlobalCycling.xlsx)

A PivotTable report contains **three** areas. The main PivotTable Report area is on to the left side of worksheet. And on to the right side you will find **PivotTable Field List** which contains another two areas (one is **Choose fields' to add**, and **Drag Fields between**). Getting familiar with these would be of a great help in creating PivotTable reports.

The PivotTable Classic Display Output area contains four drop boxes (**Drop Row Fields Here, Drop Column Fields Here, Drop Data Items Here, and Drop Page Fields Here**)

In Drop Row Fields you can drag and drop category or grouping variable. It helps you to create one dimensional PivotTable. In **Drop Column Fields** you can drag and drop category or grouping variable. If you wish to create two dimensional PivotTable, then drag and drop one group variable in **Row Fields** and the other to **Column Field.**

In **Drop Data Items Here** you can drag and drop text or numeric variables. When a text variable is dropped, excel calculates **Count**. And when numeric variable is dropped, excel calculates **Sum of Values**. To create report filter, drag and drop group or category variable into **Drop Page Fields.**

PivotTable Field List's Choose fields to add to report lists all the Column Headings of the source data. You can create PivotTable report by **check – uncheck** option. When you check a field that contains text data, it automatically moves to Row Labels. And when you check a field that contains numeric data, it automatically moves to Values and Sum of Values is calculated by default.

Drag fields between areas below allows you to drag and drop fields in any of the four rectangular boxes. **Row Labels** and **Column Labels** are used to group the data. **Values** box is used to get summary statistics (like, Count, Sum, Average, Max, Min etc). And **Report Filter** is used to create filters for further classification of data.