## How to use the GETPIVOT function to pull information from a large data list Step 1 – Create a Pivot Table from a list that contains the column, row and value information that you need from a list.

Sum of Total	Column Labels 💌														
Row Labels 💌	Boston	Cancun	Chicago	Dallas	Detroit	Duluth	Fargo	Houston	Lincoln	London	Los Angeles	Milwaukee	New York	Norfolk	Paris
Blaine	\$1,095.00		\$398.00	\$561.00			\$297.00								
Bloomington		\$199.00	\$398.00	\$374.00		\$745.00		\$370.00					\$698.00	\$938.00	
Brainerd	\$365.00		\$199.00			\$1,192.00							\$1,396.00		
Brooklyn Center		\$199.00	\$597.00	\$374.00				\$740.00	\$265.00			\$570.00	\$698.00		
Duluth	\$730.00	\$398.00		\$374.00	\$245.00	\$596.00	\$99.00	\$185.00		\$1,898.00	\$1,180.00			\$938.00	
Edina	\$1,095.00	\$564.00	\$199.00	\$374.00		\$298.00		\$555.00	\$1,060.00	\$4,745.00	\$590.00			\$1,407.00	\$999.00
Fargo	\$365.00					\$447.00	\$198.00		\$265.00			\$1,140.00	\$1,047.00		
Hibbing				\$374.00	\$490.00								\$698.00		\$1,998.00
Mankato			\$199.00	\$187.00	\$245.00					\$1,898.00	\$295.00				
Maplewood				\$374.00							\$1,180.00		\$349.00		
Minneapolis	\$1,095.00		\$1,791.00	\$935.00	\$1,470.00	\$447.00	\$495.00	\$370.00	\$530.00	\$2,847.00	\$2,655.00		\$3,141.00	\$1,876.00	
Rochester		\$199.00	\$796.00	\$187.00		\$1,043.00	\$297.00	\$740.00			\$295.00		\$698.00		
Spring Lake Park	\$365.00		\$1,194.00	\$374.00									\$698.00		
St. Cloud	\$730.00			\$187.00		\$149.00			\$530.00	\$1,898.00			\$1,396.00		\$1,998.00
St. Louis Park			\$398.00	\$187.00											
St. Paul		\$398.00	\$398.00	\$374.00	\$245.00	\$298.00		\$185.00	\$530.00		\$1,770.00	\$570.00	\$2,094.00		\$1,998.00
St. Peter				\$374.00	\$1,960.00	\$447.00					\$885.00	\$570.00			
Two Harbors		\$995.00	\$398.00	\$187.00	\$490.00	\$149.00					\$295.00	\$570.00	\$1,396.00		
Grand Total	\$5,840.00	\$2,952.00	\$6,965.00	\$5,797.00	\$5,145.00	\$5,811.00	\$1,386.00	\$3,145.00	\$3,180.00	\$13,286.00	\$9,145.00	\$3,420.00	\$14,309.00	\$5,159.00	\$6,993.00

Figure 1 – Example Pivot Table with Row, Column, and Value Data

## Step 2 – Create Pivot Tables to Use as List Data

In this example we will combine data validation and a pivot table to create two drop down lists.

- 1. Select the Pivot Table's source data list and create a new Pivot Table.
- 2. Choose to place the PivotTable in an existing sheet. Click in the location field and then select the sheet that holds your PivotTable and click in a cell below the PivotTable.
- 3. Click OK to continue.

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4. Select the Row Data field that was used in the original pivot table. A list of the row data records will appear.

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  Bloomington
  Brainerd
  Brooklyn Center
  Duluth
  Edina
  Fargo
  Hibbing
  Mankato
  Maplewood
  Minneapolis
  Rochester
  Spring Lake Park
  St. Cloud
  St. Louis Park
  St. Peter
  Two Harbors
  Grand Total
- 5. *Repeat the above steps* to create a Pivot Table that lists the Column data.



Step 3 – Use Data Validation Tools to Create Dropdown Lists

- 1. Select a cell and then type a label that identifies the information in the Pivot Tables row data.
- 2. Press Tab to select the next cell.
- 3. Select the Data tab and choose Data Validation.

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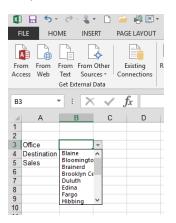
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- 5. Click in the **Source** field. Switch to the sheet that holds the row data pivot table.
- 6. Highlight the cells containing the records.
- 7. Click **OK**.

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8. The cell now contains a dropdown list that pulls the data from the Pivot Table.



9. *Repeat the above steps* to create a dropdown list for the column information.

Step 4 – Use the GETPIVOT function to pull data from a Pivot Table

- 1. Use the drop down lists to **select the Column and Row data** information.
- 2. Select the cell that needs the matching value information from the Pivot Table.

Office	Fargo
Destination	Milwaukee
Sales	

3. **Type an =** (equal sign) and then switch to the sheet that holds the Pivot Table. **Select the cell in the Pivot Table that has the correct value information**. The GETPIVOT function will automatically be created.

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- 4. **Press Enter** to complete the function.
- 5. Select the cell with the GETPIVOT function. **Edit the formula to replace the data information with the cells that contain the dropdown lists**. Now the data from the Pivot Table will change when the cell selections change.

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