

Using the Wizard

Using the Wizard. Excel assists you in creating a wizard:

1. After the database opens, scroll down the worksheet and note the range of the data. It reaches from cell A5 to cell E71.
 2. In the menu bar, click **Data** and select **Pivot Table Report**.
 3. In the first pop-up window for the PivotTable Wizard, ensure the radio button for **Microsoft Excel list or database** is selected, and click **Next**.
 4. For the range, type in the textbox A5 : E71. Click **Next**.
 5. Drag and drop the fields to compile the data. Click **Gender**, and place it into the area named Row.
 6. Click **Salary**, and place it into the area named Column.
 7. Click **Name**, and place it into the area named Data. Click **Next**.
- Note:* The field entitled Name will change to Count of Name when dropped into the Data section. If it doesn't, double-click **Name**, and choose **Count** from the scroll table.
8. Ensure the radio button **Existing worksheet** is selected. Click **Finished**.